

Sarah Lund

New York, NY

Phone: (917) 370-6304 • E-Mail: sarah.christine.lund@gmail.com

United States Permanent Resident

Experience

General Assembly, Web Development Immersive (07/17-10/17)

- Developing and designing websites, APIs, and data-driven apps using modern programming languages and MVC web development framework
- Front-end development: HTML, CSS, JavaScript, React, jQuery, Vanilla DOM
- Back-end development: Node, Express, Ruby on Rails
- Creating full-stack applications as a team using an agile development workflow and GitHub for collaboration

Whitney Museum of American Art, Membership Assistant (07/16-Present)

- Database entry using both Raiser's Edge and SiriusWare
- Maintaining accurate and consistent constituent records within both databases
- Assisting with Membership and VIP events including RSVPs and guest services
- Generating membership sales in person, as well as by email and phone

Bonhams Auctions, Auction Assistant (09/16-Present)

- Organizing and mounting previews of sales inclusive of over 1000 lots
- Retrieving, packaging and releasing sales to buyers
- Collecting information on works for potential buyers and cataloging purposes
- Assisting with catalogue mailing and deliveries
- Aiding in departmental projects as needed

Ontario School of Ballet, Administrative Assistant (04/15-01/16)

- Enrolling students as well as arranging and processing payment schedules
- Maintaining accurate financial records, schedules, and attendance for students
- Independently managing administrative duties during opening of new location

Skills

Javascript, HTML5, CSS3, React.js, Express.js, Node.js, Ruby on Rails, SQL, PostgreSQL, Firebase, Unix, jQuery, JSON, Git & Github

Education

University of Toronto (2012-2016)

Honor's Bachelor of Arts, Specialization in Fine Art History

Awards

NYC Tech Talent Pipeline Fellowship 2017, J. Harris Scholarship (2012), Anderson Bastedo Cavers Memorial Award (2012), Rilla Robertson Scholarship (2015), W.J. McAndrew Family Scholarship (2012 & 2015)