

Sara Overby

Phone: 303-883-3621
E-mail: sara.overby@gmail.com

EDUCATION: MASTER OF PUBLIC ADMINISTRATION (2015)
University of Colorado, Denver, CO

FULL STACK WEB DEVELOPMENT BOOTCAMP (2019)
University of Denver, Denver, CO

BACHELOR OF SCIENCE: BUSINESS MANAGEMENT (2005)
Oklahoma State University, Stillwater, OK

EXPERIENCE:

The Colorado Health Foundation, Denver, CO
PROGRAM OFFICER

October 2012 to Present

- Lead with authenticity, humility, and curiosity to cultivate relationships between the Foundation and nonprofit organizations across the state.
- Critically analyze project proposals, including reviewing financials, organizational operations, project feasibility, and alignment with the Foundation's funding strategies and mission.
- Conduct field scans and present research and recommendations for grant funding and strategic initiatives to staff and the Foundation's Board.
- Worked with the Nonprofit Finance Fund to conduct a financial analysis of the health care sector and build an initiative to strengthen nonprofit financials.
- Created multi-million-dollar funding initiatives for industry challenges, such as nonprofit financial health, accelerating the adoption of health information technology, and support for capital construction of health center buildings.
- Serve as a social media ambassador for the Foundation at events and meetings.

SENIOR ADMINISTRATIVE ASSISTANT

August 2010 to October 2012

- Planned and set up events and meetings for 5-30 people each week.
- Coordinated travel and meeting logistics across Colorado.
- Produced written summaries of progress on grant projects detailing successes and challenges.
- Conducted research to support grant making and funding initiatives.
- Tracked \$30 million grant and team operating budget, including business modeling recommendations.

Hess Educational Organization, Taichung, Taiwan
NATIVE SPEAKING ENGLISH TEACHER

November 2008 to November 2009

- Taught English as a second language to children aged 3-16 using a high energy teaching style and proven TEFL presentation methods.
- Prepared creative lessons for student-centered learning and engagement.
- Delivered student performances to families to demonstrate language progress.

U.S. Green Building Council, Washington, DC
CHAPTER COORDINATOR

March 2006 to March 2008

- Served as an account executive by cultivating relationships with USGBC chapter leaders across the US.
- Coordinated webinars and conference calls about green building technologies, nonprofit operations, marketing and database management with chapter staff, volunteers and consultants.
- Selected as an SAP database "Power User" and problem-solved database functionality.
- Wrote and re-designed a monthly newsletter about USGBC activities and LEED for 100,000 chapter leaders and members.
- Anticipated chapter staff needs and created trainings to respond to those needs.
- Created an internal staff party committee and organized quarterly team-building events.

MEMBER SERVICES ASSISTANT

- Delivered timely, professional, and courteous customer service via e-mail and phone. (No man left behind!)

- Supervised temporary employees and interns.
- Prepared and coordinated mass mailings for members using Word and Excel mail merge tools.
- Confidentially processed check and credit card member payments.
- Completed data entry tasks for member information in SAP database system.

Previous experience:

FRONT DESK ASSISTANT, Career Services, Oklahoma State University, Stillwater, OK, 2005

IT ASSISTANT, Office of Admissions, Oklahoma State University, Stillwater, OK, 2002-2004

SKILLS:

- Tech-savvy with expert-level computer skills in Windows and Macintosh operating systems, software, and databases.
- Knowledgeable with HTML, CSS, Javascript, JQuery, and Node.js
- Expert with Microsoft Excel (including pivot tables and formulas), Word, Outlook, SharePoint, Project and PowerPoint. Expert with SAP and GIFTS databases and Adobe Acrobat.
- Experience with budgeting and project management.
- Passionate about innovative organizations, public service, social justice, equity, and strong leadership.
- Self-motivated, great problem-solver, flexible, and enthusiastic.

**ACTIVITIES
& HONORS:**

- Denver Community Leadership Forum Graduate (2018)
- Treasurer for the Colorado Chapter of Emerging Practitioners in Philanthropy
- Denver Metro Chamber Leadership Foundation's Impact Denver Graduate (2016)
- Black Belt with the City of Denver's Peak Academy for process improvement (2015)
- Transit Alliance Academy Alumni (2014)
- Member of Colorado Funders for Inclusiveness and Equity. (2013-2018)
- Volunteered with Animal Rescue of the Rockies to manage and improve their pet database. (2013)
- Volunteered with Big Brothers Big Sisters of Colorado as a mentor. (2011-2013)