

# SARA MCCAULEY (HIZAR)

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## WEBSITES, PORTFOLIOS, PROFILES

- <https://www.shescodes.com/>
- <https://www.linkedin.com/in/sara-mccauley-a2649428a/>
- <https://github.com/sarahizar>

## PROFESSIONAL SUMMARY

An emerging developer, exuding enthusiasm to apply freshly acquired skills to forthcoming challenges. Defined by a commitment to excellence, I harbor a robust determination to comprehend and resolve intricate problems. A meticulous eye for detail and a disciplined project execution approach enable me to guide tasks to completion based on milestones. Exceptional communication skills amplify the capacity to collaborate seamlessly, ensuring project success. Eager to channel passion and skills into delivering exceptional outcomes in future endeavors.

## SKILLS

- MS Office (Word, Excel, Outlook, PowerPoint, Access)
- Microsoft Azure (Certificate in Progress)
- Python
- JavaScript
- OneDrive
- JEST
- PWA's
- MERN Stack (MongoDB, Express.js, React.js, Node.js)
- Heroku
- Git

## EDUCATION

Essentials of Leadership - Principals of Leadership  
Harvard University // Cambridge, MA

Notary Public  
Kansas

Azure Developer  
Microsoft // Online

Certificate in Web Development - Web Development  
The University of Kansas // Expected in March 2024

Associate of Arts - Business Management  
Cowley Community College // May 2020

## INTERESTS

- Volunteer Opportunities
- Artificial Intelligence
- Linguistics
- Mobile Application Development
- Graphic Design

## VOLUNTEER EXPERIENCE

- Information Technology Disaster Resource Center (ITDRC), 2023
- Art Sphere Inc, 2023

## LANGUAGES

### Spanish

Limited Working

### Sign Language

Elementary

## WORK HISTORY

Clock Medical Supply

Accounting/Head of Wellness // Winfield, Kansas // June 2022 to Current

- Responsible for coordinating all corporate events, including the planning process and the design of a monthly bulletin distributed company-wide
- Utilized creative design and effective communication to make the bulletin visually appealing and informative
- Increased employee engagement by consistently delivering timely and relevant information
- Additionally, tasked with creating visually appealing posters for the various monthly events.
- Improved financial accuracy by implementing new accounting software and streamlining processes.
- Enhanced internal control systems for more efficient financial reporting and decision making.
- Streamlined accounts payable and receivable functions for increased efficiency and reduced errors.
- Optimized cash flow management through effective forecasting and working capital optimization strategies.

Community National Bank & Trust

Trust Broker // January 2021 to June 2022

- Cultivate and maintain strong relationships with high-net-worth clients, understanding their financial goals, needs, and risk tolerance
- Administer trusts, estates, and other fiduciary accounts in accordance with legal and regulatory requirements
- Maintained up-to-date knowledge of industry trends, ensuring that clients received the most accurate information to make informed decisions about their investments.
- Oversee the investment portfolios of trust accounts, making strategic decisions to optimize returns while managing risks.
- Increased client satisfaction by providing tailored investment advice and personalized service.
- Managed clients' financial portfolios with a focus on risk management and diversification for optimal returns.

Law Office Of Jennifer Passiglia

Paralegal/Front Office Manager // Winfield, KS // April 2020 to December 2021

- Enhanced case efficiency by organizing and maintaining legal documents, files, and correspondence.
- Assisted attorneys with trial preparation through thorough research and analysis of relevant laws and regulations.
- Streamlined communication between clients and legal staff by managing client inquiries promptly and professionally.
- Improved document organization by implementing a comprehensive file management system for easy access to essential case materials.
- Reduced attorney workload by drafting routine legal documents such as pleadings, motions, and affidavits.
- Boosted office productivity by maintaining an accurate calendar of appointments, deadlines, and court appearances.
- Ensured compliance with court rules and procedures by accurately preparing and submitting legal filings within established timeframes.
- Maintained up-to-date knowledge of changes in laws or regulations relevant to practice areas through continuous professional development opportunities such as seminars or webinars.

## **CERTIFICATIONS**

Notary Public

## **REFERENCES**

- Matthew Cannady, 316-304-1132
- Alexis Pettegrew, 316-665-0147