Sarah Jenkins

Denver, CO or Remote
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Full stack developer and collaborative problem solver, motivated by structured processes, clear timelines, and detailed action plans. Energized by working with people with different job functions to create innovative products that go above and beyond client expectations. Thrives with external and internal facing work, from creating research-based, comprehensive audits for clients to fully revising internal million-dollar contract budgets to ensure responsible use of resources.

Skills

- Languages and Frameworks: HTML, CSS, JavaScript, TypeScript, React, React Native, Redux, React Bootstrap, Angular
- Technologies: Node.js, REST APIs, Express, MongoDB, Jest, CLI, Git and Github, Amazon Web Services, Google Cloud, Google Firebase, Heroku, Netlify, Postman

Projects

- **iSoothe** (ongoing): GirlDevelopIt 2022 team project–a React app that supports users with techniques to recover from panic attacks. Project won first place.
- **Smart Shopping List** (January - February 2023): Group project as part of Collab Lab–a React app for users to create or share shopping lists that indicate how soon the user is likely to need to re-purchase an item.

Education

- **Certificate in Full Stack Development**, CareerFoundry   **2023**
- **Master of Public Administration**, University of Colorado-Denver   **2022**
- **Bachelor of Arts in French and Arabic**, University of Michigan   **2010**

Work Experience

KnowledgeWorks   **Cincinnati, OH and Remote**
National non-profit focused on increasing opportunities for student-centered learning through policy change, teacher development, and program evaluation.

Senior Director, Policy and Advocacy Operations   **2021–Present**

- Managed and overhauled all team structures and processes, including file storage, training in technology tools, annual planning, contract management, project and annual budgeting, meeting facilitation, and hiring and onboarding processes.
- Reduced time spent by colleagues on non-essential tasks to provide direct support to partners and ensured compliance and efficiency around all spending and revenue for my team's $2 million budget.

Director, Policy Research and Strategic Initiatives   **2015–2017**

- Designed solutions to state education agency partners' policy needs by spearheading all policy research and writing projects by creating project plans, delegating tasks to colleagues, managing all resources produced, and communicating with internal and external stakeholders.
- Completed multiple, in-depth policy reports for four state education agencies to inform their strategic priorities for upcoming legislative sessions.

Community Involvement

- **Denver Dumb Friends League**, Volunteer at animal shelter   **2022–Present**
- **Soul2Soul Sisters**, Participant in program on ending anti-Black racism and white supremacy culture   **2020**
- **Girls on the Run-Cincinnati**, Volunteer at school-based girls wellness program and 5k event   **2016**
- **Young Education Professionals-Cincinnati**, Founder of local chapter and board member   **2015–2016**
- **Cincinnati Public Schools**, Reading and math tutor at Title I elementary school   **2014–2016**
- **Teach for America-Colorado**, Corps member, Alumni Advisory Board member, Onboarding Coordinator   **2010-2014**