

# SARAH GARRISON

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## SUMMARY

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Recent Physics graduate from the University of Houston with work experience across multiple industries. Independent and driven contributor with demonstrated ability to succeed in dynamic, high-stress environments. Frequently approached to assume additional duties and projects. Highly analytical with strong work ethic, exceptional problem solving and communication skills. Health and safety champion.

- Critical Thinking and Analysis, Attention to Detail
- Innovative and Collaborative Problem Solving
- Risk Identification and Mitigation
- Group Dynamics and Relationship Management

## RELEVANT WORK EXPERIENCE

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### AMSPEC SERVICES

2020 – Present

**Petro Laboratory Compliance Administrator**, Pasadena, TX

Current responsibilities include:

- Verifying testing data and calculations for petro, distillate, and chemical laboratories
- Compiling and creating certificates of analysis to be sent to IOC customers
- Ensuring lab data and certificates will pass future auditing
- Familiar with ASTM, API, and EPA reporting requirements for all methods

### SIKORSKY AIRCRAFT

2010 – 2012

**Outside Processing Manufacturing Coordinator**, Stratford, CT

Supported dynamic, high-energy Black Hawk and Sea Hawk military helicopter manufacturing line generating \$88M annually. Duties included:

- Primary point of contact between manufacturing and 3<sup>rd</sup> party outside processing suppliers
- Liaised with multiple internal functional groups to establish priorities and cadence
- Ensured that product deliveries were timely and compliant with US military quality requirements
- During peak manufacturing cycles, expedited parts through outside processing and reported status directly to senior management
- Initiated process improvements and provided training on updated policies.

## ADDITIONAL WORK EXPERIENCE

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### LONE STAR COLLEGE

2008-2010 / 2014-2016

**Theater Technician**, Conroe, TX

Engaged directly with clients who contracted with the College to rent theater space. Established and executed light, sound, and stage management requirements for clients' events and productions.

### INVESTEC WEALTH STRATEGIES

2010 – 2012

**Administrator**, Houston, TX

Provided administrative support as required. Assisted with special projects related to investing, insurance, compliance, and client management. Supported implementation of office-wide paperless initiative.

## EDUCATION & QUALIFICATIONS

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**B.S. Physics with Mathematics Minor (GPA 3.11/4)**, University of Houston

**Post-baccalaureate studies in Mechanical Engineering**, University of Houston

**B.A. English with Art History Minor**, Boston University

Python • C • SAP • AIMS • LabVIEW • Microsoft Office

U.S. National. Fluent in Portuguese. Conversational Spanish and French.