

# Sarah Nalepa

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## EDUCATION

### Northwestern University

*Full-Stack Coding Bootcamp*

### Northumbria University (UK)

*Master of Arts (Honors) Suma Cum Laude* - International Relations, Conflict, and Security

### Durham University (UK)

*Bachelor of Arts (Honors)* - International Relations and Business Administration

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## PROFESSIONAL EXPERIENCE

### American Library Association (Contract) - New York, NY (December 2023 - March 2024)

- Managed 15 award committees, which included: writing and publishing press releases, collecting nominations and supporting documentation, and conducting committee meetings
- Performed executive reimbursements for a board of over 10 people
- Organized and executed meetings for over 100 people, including: booking hotel blocks, catering, reservations, and transportation.

### Illinois CPA Society - Chicago, IL

#### *Student & Diversity Outreach Specialist* (June 2022 - September 2023)

- Managed, marketed, and executed over 9 scholarship programs throughout the academic year from ‘cradle to grave’ yielding over 800 applicants total.
- Managed the Student Influencer Program, involving 20 students from 17 separate campuses.
- Co-ran the 2023 Mary T. Washington Wylie Internship Preparation Program. A three-day, virtual program where students had the opportunity to learn from and interview with top accounting professionals. The program yielded 100% internship placement.
- Facilitated budgeting for the 2023 fiscal year.
- Regularly coordinated networking and campus outreach events, as well as presented at said events.

### Addison Group Temporary Staffing Agency - Chicago Land, IL

#### *Legal Assistant* (January 2022 - June 2022)

- Curated and reviewed accreditation contracts between the association and pharmaceutical companies.
- Assisted a team of 4 attorneys with the process of pharmaceutical accreditation through compiling and verifying pharmaceutical company documentation.
- Reviewed pharmaceutical trademarks and coordinated their creation and renewal processes through USPTO.

#### *Administrative and Sales Associate* (July 2019 - December 2021)

- Performed administrative duties including: answering member inquiries, data management, and internal coordination tasks.
- Assisted the marketing department in advertising sales with several member engagement campaigns including: e-mail newsletters, selling print advertising space, and phone campaigns.

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## ADDITIONAL SKILLS

**Technical Skills:** Microsoft Office (Word, Excel, PPT, Teams, and Sharepoint), Google Suite, Adobe Acrobat and Adobe Sign, AQL Server, Canva, Sitefinity, Aptify, Openwater, HTML, CSS, JavaScript, Slack, Salesforce and ZOOM

**Other Skills:** Spanish (Beginner/Moderate)