

SARA CLARK

Contact Info Available Upon Request

 www.linkedin.com/in/tristabug |  <https://github.com/tristabug>

SOFTWARE & APPLICATION DEVELOPMENT

Ruby on Rails, Python, SQL, MySQL (3+ years)
C++, C#, Java (2+ years)
HTML, CSS, JavaScript, JQuery (7+ years)
Git & GitHub, Visual Studio, iTerm (3+ years)
Test-Driven Programming (2+ years)

Docker, Bootstrap, Unity (2+ years)
Discord, Slack, Notion (3+ years)
Atlassian Suite (3+ years)
Web Design (5+ years)
Salesforce, FormAssembly, Flask (<1 year)

Leadership & Project Management (7+ years)
Social Media Management (10+ years)
Organization & Planning (15+ years)
Customer Service (15+ years)
Microsoft & Adobe Suites (15+ years)

EXPERIENCE

Salesforce & Recruitment Specialist — SANTA FE COLLEGE

Mar 2024 - Present

- Audit and optimization; automated recruitment case and lead collection using Salesforce, resulting in increased efficiency
- Database management; implemented validation rules to increase data integrity within existing and future systems
- Customization and feature development; created Salesforce dashboards tailored to the needs of the end users
- Debugging; diagnose and fix issues within Salesforce, including configuration settings, improper defaults and system updates

Associate Software Engineer — FOGHORN CONSULTING, INC.

Dec 2021 - Jan 2024

- Application management; debugging, service version updating, new feature design and development
- Increased efficiency of directors by designing and developing a wizard that combines seven business workflows into one
- Database management; maintained and developed the database as needed
- Automated record updating; created a script to make an API call to an external service on a specified schedule

Personal Trainer — ZEN FITNESS

Nov 2020 - Dec 2021

- Recognized twice as Trainer of the Month for achieving the highest number of training sessions within six months

Property Claims Adjuster — TOWER HILL INSURANCE

Aug 2020 - Oct 2020

- Investigated property damages, determined coverage, and issued payments in compliance with state insurance laws and industry standards

Non-Injury Auto Claims Adjuster — NATIONWIDE

Mar 2020 - Aug 2020

- Analyzed claims, police reports, and driver histories to determine coverage and issue payments

Staff Assistant & Medical Technologist — THE ORTHOPAEDIC INSTITUTE

June 2015 - Mar 2020

- Managed clinical staff responsibilities including scheduling, billing, and coordination between healthcare organizations and insurance companies
- Increased revenue by identifying additional billing codes applicable to medical procedures commonly performed

EDUCATION & CERTIFICATIONS

Certified Cloud Practitioner — AMAZON WEB SERVICES

Nov 2022

A.S. Programming & Analysis — SANTA FE COLLEGE

Dec 2021

B.S. Journalism w/Minor in Business Administration — THE UNIVERSITY OF FLORIDA

May 2012

INTERNSHIPS

Web Designer — 352 INC., 2012

Reporter — THE GAINESVILLE SUN, 2010

Web Editor — INSITE MAGAZINE, 2010

COMMUNITY INVOLVEMENT

President & Co-Founder — THE PROGRAMMING SOCIETY @ SANTA FE COLLEGE

Vice-President — THE IT CLUB @ SANTA FE COLLEGE

Member — EMERGING LEADERS @ SANTA FE COLLEGE

Member — ACTIVITY & SERVICE FEES COMMITTEE @ SANTA FE COLLEGE