

# SARAH BEBER

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## Skills Summary

Flexible Schedule | Resilient Under Pressure | Recordkeeping and Confidentiality | Creativity

## Education

### Master of Business Administration

January 2025-Present

GPA of **3.85**

*Alvernia University*

*Reading, PA*

### Bachelor of Science: Human Resource Management

December 2024

GPA of **3.28** | Vice President of SHRM Club '24-'25

Bloomberg: Environmental Social Governance Certificate

Bloomberg: Bloomberg Market Concepts Certificate

*Alvernia University*

*Reading, PA*

### High School Diploma

June 2021

*Red Land Senior High School*

*Lewisberry, PA*

## Experience

### O'Pake Institute

Reading, PA

*Human Resources Intern*

September 2024-December 2025

- Support faculty with information management and organization.
- Develop creative solutions to enhance internship program development.
- Collaborate with a team to conduct candidate interviews.
- Designed a durable Excel template for managing intern schedules.

### Unity Core Endeavors Inc.

Reading, PA

*Executive Team Member, Case Study Real World Application*

August 2023-December 2023

- Interviewed candidates to select the organization's Chief Operating Officer
- Actively utilized Microsoft Teams to communicate cross-departmentally
- Developed and presented a comprehensive project proposal for a mid-sized construction company
- Participated in strategic planning, project management, and industry research