



SARA SNYDER

SUMMARY

Resourceful Office Manager with more than 13 years of experience optimizing office procedures and overseeing operations. Skilled in collaboration, writing and editing, audio production, and commercial scheduling. Disciplined and systematic professional with extensive knowledge of the Microsoft Office suite and Adobe software suite.

CONTACT

PHONE:
760-819-1945

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sarasnyder1980@gmail.com

SKILLS

Time Management
Teamwork and Collaboration
Technical Proficiency
Problem Resolution
Verbal and Written Communication
Staff Training
Complex Problem Solving
Audio Mixing & Production
Active Listening
Customer Service
Microsoft Office
Adobe Audition

EXPERIENCE

Institute of Inquiry

October 2021 – January 2022

Implemented hands-on, play-based strategies for experiential learning. Incorporated music and art activities to encourage creativity and expression. Promoted good behaviors by using positive reinforcement methods with children. Identified children in need of extra support for emotional, health-related or developmental concerns and conceived improvement strategies. Adapted instructional techniques according to student learning styles and progress.

Morongo Basin Broadcasting

June 2009 – September 2021

Developed scripted ad content to enhance client marketing strategies. Assisted organizational efforts by filing, entering data and answering phones. Prioritized and organized tasks to efficiently accomplish service goals. Juggled multiple projects and tasks to ensure high quality and timely delivery. Demonstrated self-reliance by meeting and exceeding workflow needs. Edited raw voice recordings, added sound effects, and mixed to radio ready format. Supervised production and post-production of radio, audio streaming and other media projects. Demonstrated leadership by making improvements to work processes and helping to train others.

EDUCATION

Bachelor of Arts, Social Psychology

Southern New Hampshire University, Hooksett, NH

Expected in December 2023

Associate of Arts, Psychology

Copper Mountain College, Joshua Tree, CA

May 2022 | GPA: 4.0

Associate of Arts, Early Childhood Development

May 2022 | GPA: 4.0

CERTIFICATION

Associate Teacher Certificate
Pediatric CPR First Aid Certified