

Curriculum Vitae – Sara Madden

Objective

Dedicated cultural preservationist and advocate with over 30 years of professional experience in corporate compliance, nonprofit leadership, and volunteer service. Passionate about historical preservation, education, environmental sustainability, and heritage protection.

Education

Southern New Hampshire University

Bachelor of Arts in Anthropology with a Concentration in Environmental Sustainability,

Bachelor of Art in History with a Concentration in Military History

(Expected completion August 24, 2025)

Professional Experience

Senior Paralegal and Compliance Specialist

ZPH Law Firm/Kiln.com | Salt Lake City, UT | 2021-Present

- Manage corporate governance documentation, meetings, and project management support for growth initiatives.
- Liaison between legal teams and business projects.

Corporate Paralegal and Compliance Specialist

Priority Dispatch Corporation | Salt Lake City, UT | 2020-2024

- Draft, review, and negotiate agency contracts, NDAs, and IP matters.
- Co-Chair of DE&I Education and Training Committee.

Senior Paralegal, Compliance Specialist, and Contracts Manager

U.S. Ski & Snowboard | Park City, UT | 2021-2022

- Managed contracts and governance for 17 committees.
- Supported Olympic athlete preparations and SafeSport investigations.

Corporate Paralegal & Senior Manager of Compliance

LifeVantage Corporation | Sandy, UT | 2017-2020

- Oversaw 35 corporate entities, trademarks, patents, and compliance training.
- Led a team of compliance specialists and corporate governance programs.

Executive Director

Association of Corporate Counsel, Mountain West Chapter | Salt Lake City, UT | 2013-2019

- Managed nonprofit operations, CLE seminar development, board coordination, and charitable outreach.

Paralegal Roles

Multiple Firms | 1995-2012

- Specialized in corporate law, estate planning, criminal defense, and regulatory compliance, patent and intellectual property law, research clerk, FTC secretary.
- Supported adoption and homelessness initiatives alongside legal duties. UNICEF, American Legion liaison.

Volunteer Experience

American Red Cross

Blood Courier Volunteer; Service to Armed Forces Volunteer; Disaster Relief, International Humanitarian Law Youth Instructor; Green Team Board Member

- Transport life-saving blood to hospitals, support homeless and wounded veterans, and teach humanitarian law to youth.
- Promote sustainable living practices across the community.

Loveland Living Planet Aquarium

Education Ambassador Volunteer

- Educate guests and school groups on sustainability, ecosystems, conservation, and environmental protection.

Girl Scouts of America

Lifetime Member and Troop Leader

- Lead STEM, arts, leadership, and environmental action projects aligned with UN Sustainable Development Goals.

Women of the World Organization

Volunteer and Advocate

- Support forcibly displaced women through mentorship, workshops, childcare, and community-building programs.

Professional Skills

- Organizational Leadership | Project Management | Legal Compliance
- Research and Documentation | Historical Preservation | Cultural Advocacy
- Environmental Sustainability Education | Nonprofit Management

- Software: Microsoft Office Suite, WordPerfect, QuickBooks, Adobe

Publications

Founder and Author, Velvet Pumpkin Books

Website: www.velvetpumpkinbooks.com

- Founder and principal author of Velvet Pumpkin Books, a children's literary initiative dedicated to promoting diversity, empathy, cultural storytelling, and social change.
- Author of an Amazon #1 Bestseller in Children's Diversity Books and multiple award-winning titles recognized with First Place, Gold Awards, and Global Literary Honors.
- Conduct educational workshops and writing academies at elementary schools to foster literacy, creativity, and self-expression among young learners.
- Actively donate books to underfunded and marginalized schools to promote access to diverse and inclusive literature.
- Donate 50% of books proceeds to selected nonprofits and charitable organizations supporting education, cultural heritage, and humanitarian causes.
- Advocate for using storytelling as a tool for cross-cultural understanding, community healing, and global citizenship.

Additional Certifications

- Certified Investigator of SafeSport Cases
- International Humanitarian Law Instructor (American Red Cross)
- CPR, First Aid, and AED Certified (American Red Cross)
- Notary Public
- Reiki Master
- Shaman Life Coach
- Sound Healing
- Therapeutic Art Life Coach