



Sarah Jane Wolfe

1077 Berea Drive
Boulder, CO 80305

T (720) 331-7470

sarahjwolfe@gmail.com

SUMMARY

Social science degree holding candidate with one year of experience in talent and organizational development, three years experience as executive support staff for university affiliated major environmental research facilities and experience as site management supervisor and classroom head for supplemental education program.

EXPERIENCE

Human Resources Assistant/ Training Coordinator, Ball Aerospace and Technologies Corp.

Boulder, CO — January 2014- Present

Providing administrative support to the Talent and Organizational Development team. Scheduling and facilitating employee development training, facilitating and tracking new hire compliance training, tuition reimbursement, grant writing, grant eligibility research and tracking, training and certification record keeping, updating training modules and materials, succession planning.

Accomplishments

- Won \$53,000.00 training grant award for company
- Streamlined new hire compliance training so as to cut training costs for temporary contractors

Site Supervisor/Individualized and Classroom Tutor, Right On Learning

Denver, CO — October 2012- December 2013

EDUCATION

University of Colorado

Boulder, CO

— B.A. Anthropology, 2012

Home School

Yellow Springs, OH

— GED, 2005

SKILLS

Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, OneNote), Adobe Acrobat, Sharepoint, Data Entry (80 WPM), Research, Grant writing, Talent acquisition, Legal compliance, Travel arrangement and negotiation, Instructional design, Facilities management, Scheduling (Oracle and Outlook), Corporate event planning, Office supplies (purchasing, inventory, and negotiation), Multi-line phone reception, Donor recruitment, Donor database management,, Written and verbal communication



Supervising classroom and in-home tutoring of K-12th grade students for after-school program providing online, research-based curriculum and assessment aligned with state curriculum standards in literacy and mathematics. Providing English language development support for Spanish, Vietnamese, and Hmong speakers, among others. Laptop lab setup, break-down, basic maintenance, software installation. Supervise and guide tutoring staff, new staff program training, provide input for hiring decisions, instructional design. Public outreach, marketing, vendor fair exhibition.

Accomplishments

- Site supervisory role at dual language school

Office Assistant, National Snow and Ice Data Center Boulder, CO — April 2008- August 2008

Support and scheduling for NSIDC Director, general clerical work, data entry, event planning, academic research assistance, conference and teleconference planning and set-up, website upkeep, public outreach, phone and visitor reception, filing, mail distribution, supply ordering, database upkeep and archive development.

Accomplishments

- Head event planner for Global Land Ice Measurements from Space (GLIMS) annual conference
- Assisted in digital catalog and archive development and digitization of center records and research dating back to the 1950s

Office Manager, Cooperative Institute for Research in Environmental Sciences

Boulder, CO — August 2006- January 2008

Supporting program director and research fellows, event planning, event advertising, academic research, public outreach, general clerical work, phone and visitor reception, dictation and note taking for meetings, filing, mail distribution, supply ordering, scheduling, donor database development and management, publication cataloging, travel arrangement and negotiation.

Accomplishments

- Promoted from position as office assistant within one year of employment
- Event planning, donor development and coordination of CIRES Science Rendezvous (CIRES Annual, Institute-wide Symposium), weekly Noontime Seminars, and Distinguished Speaker Lecture Series

REFERENCES

Kristin Carlson (303) 460-4369

Dinah Eskridge (303) 939-4222

Brendan Flanagan (203) 247-1984



