

Sarah Davis
Denver, Colorado
(530) 368-2957 daviss2@allegheny.edu

Deadline Oriented * Competitive Researching * Mac and PC trained * Effective Negotiator * Knowledge of German, Mandarin, and Spanish * Attention to Detail

Education:

Allegheny College in Meadville, PA BA in International Studies, German minor Trustee Scholarship Member of the Alpha Delta Pi Academic Honor Society	Fall 2009 – January 2012
Semester abroad at Universität Köln in Cologne, Germany Max Kade Scholarship	Fall 2010
Sierra College in Rocklin, CA Computer Science Dean's List	Fall 2007 – Spring 2009

Work Experience:

iJet, Annapolis, MD: Professional Services Intern, June 2011 – August 2011

- ▶ Continuously updated several databases through international research
- ▶ Completed various research-oriented projects on a variety of topics
- ▶ Created and maintained excel spreadsheets for the Finance, Intelligence, and Professional Service Departments
- ▶ 200+ hours of Google Earth experience

New Star Lasers, dba. CoolTouch Inc, Roseville, CA: Marketing Traffic Assistant, December 2011 – May 2012

- ▶ Created and executed a process to place all Marketing documents under an ERP document control system
- ▶ Ensured all documents were correct, stylistically congruent, and compliant with FDA requirements
- ▶ Facilitated communication between Marketing, Document Control, Clinical, Regulatory, and Executive departments during the document control process

Marketing Clerk, October 2007 – August 2010

- ▶ Cross-trained in Sales Support and filled in for that position on numerous occasions.
- ▶ Reorganized and maintained ACT! and FileMaker databases, as well as a trademark database.
- ▶ “Mined” the Internet for prospective customers, organized that information into ACT! and/or Excel, and was in charge of mailing marketing pieces to those leads.
- ▶ Finished tasks with deadlines in a timely manner, such as getting new product launch CDs labeled and duplicated overnight to arrive at a trade show the next morning.
- ▶ Established and maintained an inventory system for current literature pieces and associated items as well as discontinued literature items.

Smoothie King, Auburn, CA: Clerk, July 2007 - October 2007

Extracurricular Activities:

- Gaming
- Pride Leader of Alpha Delta Pi sorority
- Chorus and Women's Ensemble
- Photography
- Rock-Hounding
- Road-Tripping
- Jogging, weight lifting, cardio kickboxing, kayaking, snowboarding, cross-country and downhill skiing

For references, contact: Leslie Newman, Director of Marketing (916-677-1900), Mark Donohue, VP of Solutions Implementation (410-271-2710), or Jacqueline Gehring, Professor of Political Science (814-332-3793)