

Sarah Dobkins

Administrative Assistant - Omni Financial - Graduate Student - University of North Texas

Broomfield, CO 80020

sarah.dobkins@gmail.com

636.627.8790

Pursue a lifelong career in the field of criminal justice with an emphasis in medicolegal investigation and forensic anthropology.

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

Southwest Disposal and Clean-Up - Fort Myers, FL

Assists with all clerical functions, including but not limited to scheduling services, assisting customers, filing

paperwork, and managing databases.

Administrative Assistant

Omni Financial - Broomfield, CO

Reviewing financial documentation, assisting in researching taxing authorities policies and procedures,

juggling multiple projects with a strong sense of urgency, connecting with our clients via email, over the phone, and in person.

Education

Bachelor's in Anthropology

Webster University - St. Louis, MO

Master of Science in Criminal Justice in Criminal Justice

University of North Texas - Denton, TX

Basics of Forensic Anthropology Workshop

Metropolitan State University - Denver, CO

Ancient Studies

Webster University - St. Louis, MO

Skills

DATA ANALYSIS, TIME MANAGEMENT, FORENSIC, Data Entry, Administrative Support, Excel

Additional Information

SKILLS

- Research and Data Analysis • Adaptability under pressure
- Forensic Anthropology & Evolutionary • Organization
Biology • Time Management