Sarah Lindsay Miller

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Education

B.A. IN INTERNATIONAL POLITICAL ECONOMY – *The Colorado College* – Colorado Springs, CO — Dec 2012

INTERNATIONAL COURSEWORK: GLOBALIZATION AND PHILOSOPHY IN MEXICO – *The Colorado College* — Jun – Jul 2010
Mexico City, D.F. and San Cristobal de las Casas, Chiapas, Mexico; independent travel in Mexico

INTERNATIONAL BACCALAUREATE PROGRAMME SCHOLAR – *Thornton High School* – Thornton, CO — May 2007

CONGRESS-BUNDESTAG YOUTH EXCHANGE SCHOLARSHIP RECIPIENT – *Lessing Gymnasium* — 2005 – 2006
Homestay experience in Plauen, Saxony, Germany; independent travel throughout Germany

SPANISH LANGUAGE IMMERSION PROGRAM IN SPAIN – *Thornton High School* — June 2005
Homestay experience in El Puerto de Santa María, Andalucía, Spain; group travel in southern Spain

Relevant Professional Experience

EDUCATIONAL TECHNOLOGY SERVICES – *Support Technician III* – Colorado College, CO — Aug 2012 – present
- Managed GIS research lab, provided cartographic consultation to students and faculty. — Sep 2007 – May 2011
- Tested software, advised supervisor on potential college purchases.
- Created instructional flyers and website reference materials for employees and students.
- Provided software instruction, consultative advice to students/faculty on technical projects.

COMMUNICATIONS DEPARTMENT – *Intern* – Colorado College, CO — Oct 2012 – present
- Recommended by professor to represent interdisciplinary course through official blog posts.
- Promoted Colorado College and website via social media networking sites and word of mouth.

FASTTRACK USA – SMOOTHBEANS COFFEE – *Barista & Cashier* – Colorado Springs, CO — Mar – Aug 2012
- Exceeded sales quotas and advised customers on auto service packages in person and over the phone.
- Independently managed product inventory, stock shipment orders, and membership registration.

SONTERRA SOUTHWESTERN GRILL – *Hostess* – Colorado Springs, CO — Mar – Aug 2012
- Served as front line of customer relations in English and Spanish for upscale restaurant.
- Resolved customer questions, managed reservations and seating over the phone and in person.

HONEYBAKED HAM – *Seasonal Kiosk Sales Associate* – Colorado Springs, CO — Apr 2012
- Independently operated sales kiosk, managed product inventory, coordinated deliveries. — Oct – Dec 2011
- Provided on-call shift coverage at multiple locations, reported directly to management.
- Effectively promoted store and kiosk specials, upsold to larger products and add-ons.

DERBY BICYCLE CENTER – *Sales Associate* – Thornton, CO — May – Aug 2007
- Implemented new product inventory program, input shipments and back stock.
- Created and managed organizational system for customer information files.

Leadership Experience

ROTARACT – *Chapter President* – Colorado College, CO — Jan – Dec 2010
- Managed leadership team of 5 students and delegated club administrative responsibilities.
- Coordinated charity efforts between 50+ student volunteers, community partners, and Rotary.

ROTARACT – *Event Planner* – Colorado College, CO — Nov 2008 – Dec 2009
- Coordinated student volunteers and transportation to philanthropic events 3-4x/week.
- Club liaison to Rotary partner organizations through district conferences, luncheons, meetings.

LA JUNTA Latin American Interest Club – *President* – Colorado College, CO — Sep 2010 – May 2011
- Directed campus events, promoted coursework and study abroad opportunities in Latin America.
- Coordinated events with student and community groups to promote cultural awareness.

Technical Skills

DATA ANALYSIS: *Geographic Information Systems (GIS), Excel, Mathematica, STATA, EpiInfo*
MEDIA EDITING: *iMovie, FinalCut Pro, TubeTV, SoundStudio, Photoshop, Audacity, Adobe Acrobat Pro,* QAQC
WEB DESIGN: HTML, CSS, *Dreamweaver, Contribute, iWeb,* basic *Java,* web-based CMS

Language Skills

ENGLISH (Native), GERMAN (Fluent), SPANISH (Advanced), MANDARIN CHINESE (Basic)