

Sarah Mumper

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PROFILE

Currently, I'm an administrative assistant for the two Assistant Principals of a Catholic all girls college preparatory school. I assist in the day-to-day operations and in organizing major events such as award ceremony and graduation. In my free time, I run my own website & social media to advocate for those with rare diseases and chronic illnesses. I do what I can to volunteer my artistic abilities for fundraisers in my community for local church, businesses, and schools.

SKILLS

- Clerical work
- Communicative
- Community Outreach
- Customer Service
- Data Entry
- Event planning
- G-Suites
- Marketing
- Microsoft Office
- Sales Force
- Scheduling
- Slack

PROFESSIONAL EXPERIENCE

Administrative Assistant

St. Francis High School (Sacramento)

Mar 2020 - Present (3 years 5 months)

Administrative Assistant to the Assistant Principals of St. Francis High School. Manage APs' calendar in addition to school's academic and event calendar. Acts as a liaison between APs' and other faculty/ staff. Create agendas and take minutes for meetings involving the APs. Lead event planner for Graduation Ceremony (2600 ppl) & Awards Ceremony (1,200 ppl). Assist the front office such as: answering/directing phone calls, assisting visitors, & filing.

Operations Assistant

Capital City Solar (Roseville)

Jul 2019 - Mar 2020 (9 months)

Maintaining high level of customer service in person, over the phone and via email while communicating with customers, vendors, and manufacturer's technical support. Utilize Salesforce database to run reports, track services, input contracts, and to follow up and maintain customer information. Scheduling services and installation projects for the crews via Google calendar. Following up with leads that inquire through our website as well as other marketing platforms like My Three Bids, Next Door, Yelp, and via telephone calls. Answering phone calls and directing calls to appropriate parties in addition to taking messages or assisting directly with troubleshooting issues as well as other servicing needs. Accepting and tracking deliveries regarding equipment. Assembling job and service folders for the crews. Communicating with city and county offices to schedule inspections, follow up and track permit applications, and verifying jurisdictions. Working with Solar Advisors to coordinate in-home consultations, scheduling site surveys, and assisting with customer needs. Processing job folders through updating Sales Force and tracking payments via PayPal or checks.

Marketing Counselor

Brookdale Senior Living (Folsom)

Jul 2018 - Jun 2019 (1 year)

Maintain and/or improve community occupancy level and revenue production in accordance with business and marketing plans. Manage sales process by understanding prospective residents' needs and educating them about the community's services and programs. Coordinate and complete all activities needed for sales, including visiting prospects' homes, conducting initial assessments or sales presentations, and ensuring all required forms are completed prior to move-in. Increase community awareness through participation in outside events, professional groups and local community involvement. Data entry into multi-system sales database to track progress of projections.

Additional experience upon request.

VOLUNTEER EXPERIENCE

Volunteer

FD/MAS Alliance (Remote)

Jan 2020 - Present (3 years 6 month)

Assist as a consult regarding social media marketing, and work directly with planning campaigns and fundraising events to meet the FD/MAS Alliance's goal of bringin awareness & getting access to resources to further research for Fibrous Dysplasia and McCune Albright Syndrome (FD/MAS).

References upon request.