

SARA SITCH

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OBJECTIVE

To facilitate strong connections between government, businesses, and community based organizations to develop and improve education-related public policy; I want to help make the world a better place.

SUMMARY OF QUALIFICATIONS

- ♦ Successful grant-writer & fundraiser
- ♦ Experienced program manager
- ♦ Respected small-team manager
- ♦ Insightful legislative analyst
- ♦ Thorough and efficient researcher
- ♦ Highly motivated self-starter

WORK EXPERIENCE

City and County of San Francisco, Treasurer José Cisneros

2007-2008

Assistant to the Treasurer, Sr. Administrative Analyst 1823

- ♦ Responsible for written material including speeches, letters, and newsletter articles
- ♦ Manage Treasurers office, prioritize information, organize and schedule key meetings
- ♦ Facilitate Fair Lending Working Group, bringing the City government, lending institutions, and community based organizations together to help weather the foreclosure crisis
- ♦ Co-chair the Data Security Advisory Committee, reviewing the storage of sensitive information and recommends changes to protect tax-payers' identification and privacy
- ♦ Chair of the Treasury Event Committee, which organizes functions for >200 employees

California State Senate, Senator Wesley Chesbro

2005-2006

Field Representative & Office Manager

- ♦ Maintained involvement in Sonoma County affairs; appraised Senator of developments
- ♦ Managed and resolved constituent concerns including mediation and advocacy efforts
- ♦ Responsible for written material including speeches, legislative analysis and summaries, and official correspondence
- ♦ Managed office affairs; resolved technical issues and prioritized incoming information

Sonoma State University, Sonoma SERVES Project

2004-2005

Grants & Outreach Specialist

- ♦ Authored proposals for federal, state, and local grants, capturing >\$3M in funding
- ♦ Successfully diversified Sonoma SERVES (now CalSERVES) funding plan
- ♦ Developed and managed evaluation plans and fulfilled report requirements
- ♦ Managed public outreach, including monthly newsletters and press releases

2002-2004

Grants & AmeriCorps Program Coordinator

- ♦ Recruited, trained, and coordinated the AmeriCorps program with 122 members
- ♦ Co-authored and edited proposals to sustain local programs
- ♦ Implemented evaluation plans and wrote reports to satisfy grant requirements

2001-2002

AmeriCorps VISTA Member

- ♦ Supervised 25 AmeriCorps members who mentored 125 elementary school students
- ♦ Coordinated activities with seven sites in Santa Rosa serving 1,500 students

University of Wisconsin-Madison

- 2000-2001 *Vice-Chancellor Office Assistant*
- ◆ Responsible for student scholarship summaries, office calendar, mass mailings, database and website maintenance
- 1998-1999 *Accreditation Project Assistant*
- ◆ Organized, scheduled and hosted conferences and campus visits with the North Central Accreditation Team, prepared documentation, and archived research material

ACTIVITIES AND ORGANIZATIONS

- 2008-Present **YMCA Building Futures Program** *Youth Mentor*
- 2005-Present **American Society for Public Administration** *General Member*
- 2005-Present **Pi Alpha Alpha National Honor Society** *General Member*
- 2005-2006 **United Way of Sonoma-Mendocino-Lake** *Board Member*
- ◆ Participated in strategic planning meetings regarding mission, budget, and fundraising
- 2004-2005 **San Francisco State University** *Graduate Assistant*
- ◆ Second Harvest National Survey—interviewed, compiled data, presented findings
 - ◆ Parents for Public Schools—worked with a team to design a branding campaign
- 2003-2004 **Office of Community Based Learning Steering Committee** *Board Member*
- ◆ Developed Strategic Action plans to encourage growth and sustainability
 - ◆ Trained community members in Service Learning methods
- 2001 **University of Wisconsin, Council on Academic Advising** *Student Representative*
- ◆ Worked with UW-Madison to improve its Academic Advising for undergraduate students

EDUCATION

- 2006 **San Francisco State University: Masters in Public Administration**
- ◆ Non-Profit Management and Policy Analysis; 3.9 GPA
- 2001 **University of Wisconsin-Madison: Bachelor of Arts**
- ◆ International Relations and English Literature
 - ◆ Western European Studies—Italian Emphasis

OTHER INTERESTS AND HOBBIES

- ◆ Travel and foreign language: lived in Italy from 1999-2000, and Mexico from 2006-2007
- ◆ Sailing: sailed 5000nm round trip from San Francisco to Zihuatanejo, Mexico
- ◆ Running: currently training for San Francisco's half-marathon in August

REFERENCES AVAILABLE UPON REQUEST