

SARAH WILKINSON

PROFILE

Sarah is a teamwork-focused professional with a background in libraries, administrative support, education, and project management. Her strengths are managing with emotional intelligence, vision to execution project completion, excellent customer service, multi-tasking and organization, efficient delivery of results, excellent customer service, and attention to detail.



ADDRESS

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EDUCATION

COLUMBIA UNIVERSITY

New York, New York

Bachelor of Arts, May 2009

Majors: Visual Arts, Hispanic Studies

Honors Senior Thesis: Hispanic Studies

Dean's List: Spring 2006 - Spring 2009

GPA: 3.77

REFERENCES AVAILABLE UPON REQUEST

EXPERIENCE

July 2019 - Present

Executive Administrative Manager · Assessor's Office, Summit County Government
Breckenridge, CO

- Supervise administrative staff to complete property transfers by entering deeds and other recorded documents, to process plats and create new schedules, and other administrative tasks
- Administer the Senior and Veteran Exemption program through application review, tracking, and coordination with the Department of Property Taxation
- Ensure that all statutory deadlines for noticing and reporting are timely met

January 2017 - June 2019

Administrative Assistant · Manager's Office, Summit County Government
Breckenridge, CO

- Coordinated and facilitated all aspects of the Board of County Commissioner Regular Meetings including scheduling topics for agendas, creating and formatting materials, recording and preparing minutes, and maintaining a complete record of all documents
- Drafted documents, filed motions and pleadings, and conducted research for Attorney's Office
- Assisted Director of Communications in reviewing and distributing press releases

November 2014 - January 2017

Library Aide · Summit County Government · Breckenridge, CO

- Collaborated to apply for grant funding and implement Lego Club Program at three library branches with a total of 633 participants in the first 9 months
- Reviewed and updated staff handbook with current practices for new library branch
- Managed meeting room reservations using the MIDAS scheduling client
- Created social media content and analyzed posts to promote programs and resources
- Performed circulation desk duties including checking patron materials in and out, shelving books, and especially providing assistance with technology

August 2012 - June 2014

Visual Arts Instructor · Pioneer Charter School · Denver CO

- Created annual vision and goals to guide instructional learning and student growth
- Designed year-long curricula for K-8 aligned with Colorado Academic Standards
- Directed Shakespeare Club and Cooking Club as after-school enrichment opportunities
- Selected from over 40,000 applicants as a 2012 Teach for America Corps Member

COMMUNITY LEADERSHIP

- Colorado Mountain College, Leadership Summit Class of 2019
- Skypark Business Center HOA Board, Secretary, 2018 - Present

SKILLS

- Speaks Spanish conversationally and is proficient in reading and writing
- Adept computer user and excels at using Microsoft Office, Google Docs, Adobe, CivicPlus, Concrete5, Laserfiche, MIDAS, Tyler Munis, and Sierra Circulation
- Develops engaging content for Facebook, Instagram and Twitter

INTERESTS

Reading: young adult, fantasy, science fiction, and contemporary fiction

Also: dog walks, trail running, backcountry skiing, yoga, cooking, and traveling