

Sara Halperin

<http://www.linkedin.com/in/sarakhalperin>

2301 Contest Lane, Haymarket, VA 20169

sarakhalperin@gmail.com

(202) 413-0953

Summary

Deeply committed to creating lasting and meaningful relationships through active engagement with individuals and organizations. Insatiable curiosity and desire to educate and empower self, team, and consumers alike. Uses strategy, creativity, and analysis to excel in communications and project management. Passionate, hard-working, fast-learning. Vibrant wordsmith and visual artist. Uses brilliant colors and robust words to inject energy into projects. I invite you to connect with me on Twitter @cloverdew.

Technical Skills

MS Office Suite, Adobe Photoshop, Adobe Dreamweaver, html, CSS, Google Analytics, WordPress, Twitter, Facebook, YouTube and other online communication platforms

Experience

The Gerontological Society of America, 2008-2011

Program Assistant, Geriatric Social Work Initiative

- Assisted in monitoring of two multi-million dollar grant programs
- Developed and tracked analytics for GSWI website (gswi.org)
- Redesigned and implemented new strategy for creating, updating, and distributing monthly newsletter on the web and via email
- Created and executed strategy for use of social media including YouTube and Twitter to effectively communicate with grantees, advisors, and potential grantees
- Collaborated with hotels, speakers, and other parties on logistics for program events at multiple conferences each year

Island Press, 2007 - 2008

Office Assistant

- Fulfilled permissions requests for republication and redistribution
- Processed requests for accounts payable
- Managed and organized mail room, library, and reception areas

Close Up Foundation, 2007

Program Instructor

- Taught middle and high school aged students civics, government, and history in mobile classroom environment using Washington, DC and the surrounding areas as teaching tools

Women & Politics Institute, 2005-2006

Course Coordinator

- Created and distributed promotional materials for weekend seminar courses, coordinated logistics for courses, and processed secure data on behalf of adjunct professors

Education

American University, B.A. 2006

School of International Service

Peace and Conflict Resolution; the Middle East

School of International Training, 2004

Hashemite Kingdom of Jordan: Modernization and Social Change Program

Congress-Bundestag Youth Exchange, 2001-2002

Scholarship in German Language, Culture and Politics

Volunteer Work

Bull Run Unitarian Universalists

Chairperson, Communications Committee; August 2010 – April 2011

- Shifted to new website content management system
- Created online forum and communications platform for members and friends of church
- Recruited new newsletter editor
- Led committee meetings and served as liaison to other entities within the church
- Lead team in mission statement revisioning process