

Sarah McIntosh

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OBJECTIVE

To obtain a position in a progressive environment that will allow me to effectively utilize and apply my skills, knowledge, and experiences in accomplishing the goals of the organization and furthering organizational vision, while significantly increasing service quality and customer satisfaction.

EDUCATION

Master of Public Administration (M.P.A.) Barry University, Miami Shores, Florida	May 2011
Bachelor of Liberal Studies in Social Welfare (B.L.S.) Barry University, Miami Shores, Florida	December 2005
Certificate in Leadership (Mega Skills) Broward County School Board, Fort Lauderdale, Florida	December 2001
Certificate in Social Work Training <i>Academy For Better Communities/School of Social Work,</i> Barry University, Miami Shores, Florida	June 2002
Certificate in Conflict Resolution Nova Southeastern University, Fort Lauderdale, Florida	May 2010

WORK EXPERIENCE

Executive Administrator-Compliance (Per Diem) Affordable Medical Supply, Tamarac, FL 33321	October 2015 – July 2016
<ul style="list-style-type: none">● Assists owners with compliance and accreditation of employees● Aides clients with their requests of medical equipment and other resources needed● Manages data daily to support the sufficiency of business.	
Interviewing Clerk Department of Children and Families, Ft. Lauderdale, FL 33309	June 2015 - July 2015
<ul style="list-style-type: none">● Responsible for conducting interviews with client in need of public assistance● Assists clients with their applications and other resources needed● Responsible to work within a quota of interviews on a daily and weekly basis	
Sales Associate Macy's Department Stores, Pompano Beach, Florida	October 2013 – March 2014
<ul style="list-style-type: none">● Selling merchandise on a goal-based manner● Involved in recovery on work floor and inventory● Developing & maintaining customer relationships	

Lead Tutor Sunshine Educational Services, Fort Lauderdale, Florida <i>Duties and Responsibilities:</i>	September 2009 – September 2010
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- Overseeing tutors and providing proper instructions for tutoring
- Providing guidance and giving directives in planning for tutoring
- Reviewing students' pre-testing and post-testing evaluations
- Acquiring and reporting tutors work and hours for compensation

Lead Tutor

June 2007 – May 2009

Communities in Schools, Broward County Schools, Florida
(Same duties as above)

Community Liaison/Title I Liaison

August 2004 - Present

Castle Hill Elementary School, Broward County School, Lauderhill, Florida

Duties and Responsibilities:

- Working closely with the community and establishing a rapport with both public and private agencies (health, welfare, police department, community vendors, etc.) in order to better services for both students and parents
- Overseeing all volunteer staff and providing assistance to students, parents, and foster grandparents, and assigned classroom volunteers
- Organizing the school's end of year events and providing assistance to student volunteers and documenting community hours
- Coordinating ongoing activities to provide information and support to build on family strengths such as workshops, and organized parenting workshops
- Collecting concrete needs data and meeting with groups to share and provide information, as well as leading and planning specific activities
- Evaluating appropriate referrals for concrete social services; goods, shelter, clothes, and eyeglasses
- Functioning as a member of the Case Management Team and School Safety Team
- Accessing other community resources under the direction of the school administrator and collaborating with school social workers
- Conducting Mega Skills and other curriculum tasks such as parent-based education activities with the assistance of school support staff
- Monitored the Title I expenditures for the school
- Completed all the Title I documentation for the school to meet federal compliance
- Coordinated parental involvement workshops and events for increased participation

Community Liaison

August 1997 – August 2004

Sanders Park Elementary, Broward County School, Pompano Beach, Florida

(Same duties as previous in addition to the following)

- Working in collateral assignments as the Benefits Coordinator
- Assisting employees with all benefits related matters
- Coordinating all benefits issues with the Benefits Office
- Maintaining records of all employees' inquiries regarding their benefits
- Ensuring that all employees participate and attend various benefits workshops

Community Liaison

August 1994 – August 1997

Palm View Elementary, Broward County School, Pompano Beach, Florida

(Same duties above)

Community Liaison

August 1989 – August 1994

Bethune Elementary, Broward County School, Hollywood, Florida

(Same duties as above)

Account Specialist

1981 - 1987

North Carolina National Bank (NCNB), Fort Lauderdale Operations Center, Florida

Duties and Responsibilities:

- Activating dormant accounts and replying to customers' inquiries
- Develop positive and productive customer relationships
- Maintaining an effective, open line of communication within the team as well other areas

VOLUNTEER EXPERIENCE

Advisory Board Member

South Florida Institute For Aging and Disabilities (SoFIA)

Volunteer Liaison

Florida Medical Center

Member

Central Broward Kiwanis Club

Board Member

DOXY Ministries

Community Partner

Title I Executive Advisory Board

AWARDS

2015-2016 Employee of the Year

Caste Hill Elementary, Lauderhill, FL 33313

AFFILIATIONS

Lighthouse Worship Center Church of God of Christ

Fort Lauderdale, FL

SKILLS

Electronic library and database research, excellent communication skills, Computer proficiency: Microsoft Office software Suite (Word), Internet researching skills, organizational and planning skills – project, events, activities and programs; CPR, AED certifications.

REFERENCES

References upon request.