Sarah Moore

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Objective

Collaborate with like-minded people to create lasting solutions for impactful causes

Education

MASTER OF SCIENCE | JANUARY 2024 | TOURO COLLEGE & UNIVERSITY, NEW YORK, NY

· Major: Industrial Organizational Psychology
· Organizational Membership: SIOP, SQIP & APA
· GPA: 3.94

MASTER OF ARTS | MAY 2017 | REGENT UNIVERSITY, VIRGINIA BEACH, VA

· Major: Practical Theology
· Minor: Marketplace Ministry
· GPA: 3.35

BACHELOR OF SCIENCE | JUNE 2012 | CAMPBELL UNIVERSITY, BUIES CREEK, NC

· Major: Psychology
· Minor: Comparative Literature
· GPA: 3.185

Certificates & Licenses

LICENSED NOTARY IN THE STATE OF WASHINGTON

· License No: 21022377
· Issue Date: 07/29/2021

Work Experience

LEASE ANALYST | NEWMARK – MICROSOFT PORTFOLIO | OCT 2019-PRESENT

- Advanced from Lease Coordinator to Lease Analyst in three years
- Handled lease administration databases: SharePoint, Dynamics, ReMaap, building management interface, and Excel reporting tools
- Managed critical dates, communicated with stakeholders, and improved Tririga inputs for monthly reporting
- Prepared and distributed monthly and weekly reports to the client
- Trained internal team on system interfaces, optimization, and best standards of use
- Coordinated with landlords for timely payments and approvals through complex processing and approval standards
- Ensured database accuracy and compliance for datacenter leases, including critical dates and lease options

OPERATIONS MANAGER | ADRIANNE'S | MAY 2018-FEB 2019

- Planned and dispatched routes and crews for Eastside Seattle area

- Handled multiple demands and restrictions from clients and staff
- Communicated with customers daily to meet their needs and priorities
- Supervised about 25 field staff on daily tasks, priorities, and logistics
- Processed time adjustments and payroll data, oversaw new employee administration
- Coordinated priorities and assignments for field manager and customer service team
- Performed various tasks using: MS Office, Tsheets, Slack, SAP, and fleet tracking tools
- Spoke daily with field staff in Spanish at conversational level
- Created templates, guides and models to improve company efficiency

CENTRAL DISPATCH ASSOCIATE | AMAZON | MAY 2018-FEB 2019
- Discerned information from diverse sources to allocate daily and intra-daily customer order and Amazon Flex capacity requirements, then adjusted as necessary and executed efficient changes
- Communicate with LMTOC agents and Amazon Flex delivery partners to ensure on-time delivery
- Use software tools to make informed decisions that proactively address planned and unplanned events (traffic, weather, sporting, community) leading to anomalies outside normal dispatch operations
- Administered extensive reporting and data implementations using MS Excel

PT DISPATCH SUPERVISOR | UPS | SEPT 2017-MAY 2018
- Used critical thinking and skills in a complex structure to help dispatch about 80 routes and thousands of packages for the Canyon Park division
- Worked daily with MS Outlook, Excel, Word and various UPS computer programs
- Handled multiple tasks daily in a fast-paced work environment to ensure dispatch met corporate logistical demands, routes were feasible, and coordinated dispatch with preload
- Prepared detailed reports daily for 3 on-site supervisors and the center director, mainly in Excel
- Tracked preload performance and progress to adjust the dispatch needs to ensure timely departure and to deal with any capacity restrictions

Additional Roles

ADMINISTRATIVE ASSISTANT | NETSOLUTIONS IT CONSULTING | JUNE 2015-2016
OFFICE CONSULTANT | INTEGRITY CONSTRUCTION | OCT 2012-MAY 2013
BUSINESS ADMINISTRATOR | ATLANTIAN | SEPT 2011-2012
EDI PROCESSING SPECIALIST | OLAES ENTERPRISES | 2008-2008

Skills & Abilities

ORGANIZATIONAL DEVELOPMENT
- Consistently improving performance processes and systems to assist users more effortlessly in executing objectives across all industries and roles performed.

DATABASE ADMINISTRATION
- Skilled in various databases, systems and software
- Able to operate efficiently and support company goals