

SARAH MOORE, MS, MA

Experienced Analyst

Redmond, WA | info@sarahbmoore.com

HEADLINE

Versatile Analyst with 17+ years of cross-industry experience. Excels in collaborating with stakeholders to drive continuous process improvements, master new tools and technologies, and enhance communication strategies. Committed to delivering timely and thorough support for exceptional results. Proven track record of optimizing internal processes and procedures.

EDUCATION

Master's of Science in Industrial
Organizational Psychology (IOP) |
Touro University | 2024 | GPA 3.94

Master's of Arts in Practical Theology |
Regent University | 2016 | GPA 3.35

Bachelor of Science in Psychology |
Campbell University | 2012 | GPA 3.19

Worked full-time in addition to full course loads during each degree obtained

PROFESSIONAL EXPERIENCE

CO+I Lease Analyst | Newmark | Microsoft Portfolio | 10/01/2019 to 06/30/2025

- Experience analyzing complex data and presenting accurate materials to support business objectives and decision-making related to domestic and international rent roll, processed monthly, through complex processes.
- Proficiently verified critical financial and lease-related data, validating records against complex legal documents to ensure data integrity and accuracy.
- Demonstrated the ability to resolve complex problems and concerns through strong communication and collaboration with stakeholders.
- Proven track record of optimizing and improving internal processes, procedures and documentation for: supplier configuration, technical proficiencies, data updates, and data analysis of rent roll in MS Excel.
- Served as a key liaison and point of contact for clients and stakeholders, demonstrating excellent communication and interpersonal skills.
- Generated weekly and monthly reports for diverse stakeholders, leveraging data analysis expertise to support strategic business decisions.
- Saved the client \$365,219 in 2024, alone, through diligent research of lease documentation and data analysis of OPEX estimates billing.

- Operations Manager/Dispatcher | Adrienne's | May 2018-Mar 2019
- Dispatch Supervisor (PT) | UPS | Sept 2017-May 2018
- Central Dispatch Associate (PT) | Amazon | Feb 2017-Feb 2018
- 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 | May 2008- Oct 2008
- Bookseller | Barnes & Noble | Sept 2007-May 2008
- Customer Service Representative | Plumb & Square Installation | July 2006-March 2007
- Front-End Manager | Albertsons | May 2005-July 2006

ADDITIONAL SKILLS

Oral & Written Communication: Excels in communicating complex technical concepts clearly and effectively to diverse teams and clients, demonstrating strong interpersonal and adaptable communication skills.
Software: MS Excel, MS Word, MS PowerPoint, MS Outlook, MS Teams, Dreamweaver CS4, Oracle, Bullhorn, Tririga, Tableau, Power BI, Beekeeper Studio, R Studio, SQL, Salesforce, WordPress, TSheets, Salesforce, Slack, Dynamics 365, Remaap, Qualtrics, SharePoint, Jira, Quickbooks, etc.

CERTIFICATIONS

Licensed Notary in WA State with Commission from: 07/29/2021 to 07/29/2029

LinkedIn Learning: Jira, Salesforce, Tableau, etc.