SARAH KLEIN

CONTACT

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- www.LinkedIn.com/sarahklein777

EDUCATION

Bachelor Of Science in Marketing and Management
University of Nevada Reno
Expected Grad. June 2029

High School Diploma
Mineral County High School
Grad. June 2025

SKILLS

- Communication
- Teamwork
- Critical thinking
- Time management
- Leadership
- Adaptability
- Organization

CERTIFICATIONS

ServSafe Certified Food Handler
December 23-December 25

Adult and Child First Aid/CPR/AED Certification
July 2025-July 2026

WORK EXPERIENCE

Associated Students of the University of Nevada Reno-Reno, Nevada | August 2025– present

Event Programming Intern

- Managed event operations and resource allocation for programs with 300–500+ participants, ensuring cost-efficient execution.
- Coordinated registration logistics and data collection, accurately tracking participation numbers to support budget planning and forecasting.
- Collaborated with internal teams to secure materials, negotiate resources, and maintain financial accountability for events.

Boys and Girls Club of Masin Valley| June 2024- December 2024

Youth Development Professional

- Developed structured learning programs that improved student outcomes by 15%, demonstrating effective planning and performance measurement.
- Oversaw daily operations for groups of up to 60 children, ensuring proper resource management and adherence to program standards.
- Utilized data from academic assessments and behavior reports to adjust programming and improve overall efficiency.
- Maintained accurate documentation of student progress, attendance, and program results to support reporting and compliance.

Mineral County School District | June 2024- December 2024

Student Mentor

- Managed day-to-day academic support for 30+ students, prioritizing tasks and allocating time effectively to improve test scores.
- Provided individualized academic guidance using data-driven strategies that helped students improve grades and comprehension.
- Ensured a safe and well-organized environment by monitoring student activity and maintaining structured workflows.