

SARAH MILLER

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(443) 421-6533

Pittsburgh, PA

SPECIALTIES | Project Management, Writing, Social Media, Marketing,
Recruitment, Graphic Design, Web Content Management

PROFESSIONAL EXPERIENCE

Outreach Manager

Coro Center for Civic Leadership

Sept 2014 - June 2015

- Created new strategies for the Fellowship in Public Affairs recruitment process, which were then implemented nationally across 4 other centers.
- Improved Fellowship in Public Affairs application rate by 50% as a first-time recruiter.
- Developed and implemented a recruitment plan for Women in Leadership, which resulted in 36 applications and a 92% retention rate (to date) for program participants.
- Secured two partnerships on behalf of Women in Leadership.
- Executed and managed a Giving Tuesday campaign targeted to program alumni and partners to raise money toward the Coro Fellows' projects.
- Planned and managed recruitment event / in-person interview day (Selection Day) for Fellowship in Public Affairs, with first-ever 100% finalist attendance.
- Recruited 38 volunteers who contributed 330.75 hours of in-kind services to date.
- Implemented new, streamlined online applications for Coro's part-time programs.
- Manage organization's website, social media, and external communications, including newsletter, event promotion, and marketing materials.

Attendance Coordinator University of Pittsburgh Office of Child Development Sept 2013 - June 2014

- Managed attendance components of the *Ready Freddy: Pathways to Kindergarten Success* project in three Pittsburgh Public Schools.
- Collected and analyzed attendance data for attendance awareness and interventions.
- Collaborated with Kindergarten teachers to reduce chronic absence in our pilot class, which resulted in a decrease from 50% chronic absence in the previous year (the worst in the District) to 18% at year-end (one of the District's best and Ready Freddy's best attending Kindergarten class).
- Developed a database for tracking and coding communications to effectively collaborate with parents.
- Communicated best practices to, and build relationships with, schools, community partners, and families.
- Created school newsletters, brochures, presentations, charts, data management tools, and infographics.
- Wrote a \$1000 grant for Ready Freddy's Kindergarten Club, which was awarded by the Sprout Fund.

Executive Ally / Public Ally

Public Allies Pittsburgh

Sept 2013 - June 2015

Public Allies is a rigorous 10-month program that combines full-time apprenticeships in nonprofits with leadership training. The Executive Ally program is an additional 10-month training experience.

- Wrote \$2000 Love Your Block grant for the Homewood YMCA, which was awarded by the Mayor's Office.
- Led trainings on personal branding, Google Apps, and heuristics of usability for web design.
- Offered marketing / consulting services to Pittsburgh Parks Conservancy for their new Pittsburgh Parks Rx program.

EDUCATION

Master of Arts in Rhetoric
Carnegie Mellon University

Bachelor of Arts in English, Psychology
McDaniel College

TEACHING EXPERIENCE

Digital Corps Teaching Member Summer 2014

Tutor & Teaching Assistant Aug 2012 - May 2013

Writing Pedagogy Course Spring 2013

Independent Tutor 2006 - 2012

Academic Tutor Sept 2011 - May 2012