

SARAH MILLER

JMU email | (555) 555-5555
City, State Zip

EDUCATION

James Madison University

Bachelors of Business Administration in *Finance, Financial Analysis Concentration*
Business Analytics Minor
Cumulative GPA: X.XX

Harrisonburg, VA

May 2020

RELEVANT WORK EXPERIENCE

Cognosante, LLC

Summer Pricing Analyst

Falls Church, VA

June 2019 – August 2019

- Supported Pricing Managers in preparation of cost proposals for federal, state, and local customers utilizing FFP, T&M, CPFF, and Hybrid contract types
- Developed cost and pricing estimates using price models in MS Excel to accompany the Basis of Estimate
- Introductory training in FAR, TINA, IDIQ, and GSA Schedule requirements
- Participated in peer pricing reviews and presentation of pricing strategies to executive leadership

Cool & Associates, LLC

Administrative and Project Associate

Westminster, MD

March 2018 – August 2018

- Researched promotional and logistical aspects of hosting events for clients
- Implemented and populated a CRM database with client information to consolidate prospects

ACTIVITIES, LEADERSHIP & OTHER EMPLOYMENT

Office of Residence Life, James Madison University

Residence Hall Director

Harrisonburg, VA

August 2019 – Present

- Responsible for the operation of a residence hall of 130 students, providing constant support in crises areas including roommate mediations, misuse of drugs and alcohol, and Title IX incidents
- Supervise the training and management of 5 Resident Advisors

Resident Advisor

August 2017 – May 2019

- Ensured smooth operation of the residence hall by building relationships and ensuring safety of 26 first-year students
- Provided support and education about diversity, academics, and fire-safety by planning and facilitating a minimum of 3 programs per semester

Beta Alpha Psi, Eta Delta Chapter, James Madison University

Vice President of Communications, Life-time Member

Harrisonburg, VA

January 2019 – May 2019

- Represented JMU at the BAP Annual Meeting in the Best Practices competition and participated in the International Day of Literacy service event

University Program Board, James Madison University

Finance Chair and Administrative Chair of Film Committee

Harrisonburg, VA

June 2017 – May 2019

- Managed a budget of \$70,000 and created weekly reports of attendance, revenues, and expenses
- Oversaw a committee of 20 members to ensure active involvement, attendance, and scheduling

Certifications: Microsoft Office Specialist – Excel 2016, Lean Six Sigma Yellow Belt, Bloomberg Market Concepts

Interests: Roller Derby, Martial Arts