

Sara Rodriguez

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Education

The University of Arizona, Tucson, AZ

Bachelor of Science in Criminal Justice and Public Management and Policy

December 2021

Northern Arizona University

Master of Education in Educational Leadership (In Progress)

Expected Graduation: May 2024

Work Experience

Program Coordinator

Native Nations Institute, Tucson, AZ

November 2023-Present

Schedule for Success Support Program Coordinator

University of Arizona, THINK TANK Department

February 2022 - November 2023

- Developed and coordinated holistic academic support initiatives, serving over 2,000 students.
- Spearheaded marketing campaigns that increased student engagement.
- Acted as the principal liaison between THINK TANK, academic departments, and external partners, ensuring streamlined communications.
- Collaborated on collecting and analyzing student data, focusing on demographics, retention rates, and additional pertinent information.

Student Project Assistant

Native Nations Institute, Tucson, AZ

August 2021 - December 2021

- Assisted with event planning by creating and organizing presentation materials.
- Contributed to the updating of the NNI video transcripts, as well as tasks related to Tribal Services

- Utilized web applications, including PowerPoint, Zoom, MS Teams, and Dropbox, for project collaboration.

Office/Shipping Assistant

Cargo Gear, Tucson, AZ

May 2019 - March 2020

- Maintained accurate inventory records through diligent record-keeping.
- Coordinated shipping schedules and liaised with transportation providers to optimize the supply chain.
- Utilized various office software for project management and communication, including Microsoft Excel and internal database systems.
- Provided exceptional customer service by promptly addressing inquiries and resolving complaints, achieving customer satisfaction.

Retail Representative

Casino Del Sol, Tucson, AZ

March 2017 - October 2016

- Handled various administrative tasks with high accuracy and attention to detail, including inventory management, cash reconciliation, and data entry.
- Trained new staff members on store procedures, sales techniques, and customer service protocols.
- Managed customer complaints and returns, resolving issues that both adhered to company policy and maximized customer satisfaction.

Unit Supply Specialist

U.S Army Reserves

February 2015 - December 2022

- Managed military supply logistics to meet both short-term and long-term goals.
- Created and led annual training programs to meet federal guidelines.
- Guided junior staff in daily tasks, fostering professionalism and improvement.
- Maintained records and conducted audits for regulatory compliance.
- Adhered to budget to optimize resource allocation for supplies.
- Worked autonomously to make decisions aligned with organizational goals.

Leadership and Involvement

- Mentored new soldiers in the U.S. Army Reserves as a Supply Clerk.

- Intake/Recruitment Officer, Alpha Pi Omega Zeta Chapter, University of Arizona.
- Youth Mentor, Pascua Yaqui Tribe.

Internships

Records Section Intern

Tucson Police Department

August 2021 - December 2021

- Managed documentation, including scanning and reviewing.
- Assisted with Public Records request processing.

Skills

- Organizational Skills
- Interpersonal Communication
- Microsoft Office Suite
- Customer Service
- Detail-oriented