

## Hybrid Resume – Non-Linear Career Example

# SARAH SUMMERS

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### CAREER OVERVIEW

- 10+ years of establishing and building trust and confidence in a customer service capacity with people from diverse socioeconomic, cultural, and ethnic backgrounds.
- Consistent track record of exceeding both personal and organizational targets.
- Organized and diligent with strong leadership, communication, and interpersonal skills.

### SKILLS AND STRENGTHS

**Cultivating Strong Relationships \* Inspirational Leadership \* Setting and Achieving Goals \* Marketing**  
Proactive Engagement and Client Service \* Positive and Effective Communication \* Engaging Presentations  
Training and Development \* Cross-Functional Collaboration \* Event Planning and Coordination  
Web Development (JavaScript/Python) \* Adobe Suite/Canva \* Microsoft Office: Excel and Word

### SELECTED ACHIEVEMENTS

#### Cultivating Strong Relationships

- Established common practices among cross-functional team, creating a highly adaptable and motivated team with the flexibility to adapt on-demand to workplace needs.
- Engaged stakeholders, industries, and under-represented communities and create partnerships to support STEAM education in East Multnomah County.
- Networked and interacted with local and national industry representatives to optimize industry connections and secure current and future business opportunities.

#### Inspirational Leadership

- Led a senior leadership request for a department reorganization and effectively saved 8 positions amid mass layoffs, resulting in a more efficient organization, boosting trust and morale.
- Coordinated 3 experiential learning trips for PDX Code Guild students through cold-emails and cold calls, facilitating learning and networking opportunities.

#### Setting and Achieving Goals

- Grew employer career fair attendance, hosting largest career events in university history among campuses in two different regions, increasing revenue and establishing momentum for future fairs.
- Achieved 70% success rate in developing new business relationships with 'Top 10' identified employers, enabling students to pursue high-visibility internships and career opportunities.
- Planned and coordinated Career and Pathways Exploration Fair at Corbett High School, securing the attendance of 23 employers in 6 weeks through cold calling and networking strategies.

#### Marketing

- Created marketing material and communicated with employers to promote university events, identifying high potential employers, and effectively cultivating and maintaining relationships to secure event attendance.
- Managed social media accounts and organized club events, promoting unity and team spirit.
- Marketed fundraising events that raised \$50,000+ for new capital expenditure.

## EXPERIENCE

Portland Community College | 2018 – 2022

*The largest post-secondary institution in Oregon, serving over 60,000 students from diverse backgrounds*

### **Employer Relations Specialist**

Cultivated relationships with local and national employers to enhance career opportunities for students. Planned and coordinated multiple career fairs per year, provided career advising expertise to students, served on multiple campus committees advising the president.

Career Sabbatical | 2010 – 2018

*Sabbatical from paid employment to focus on childcare and professional development (coding bootcamp)*

### **Reboot NW Grant Recipient**

Completed 14-week Full Stack Python-Based Coding Boot Camp; researched and identified tech organizations whose values supported providing career entry points via non-traditional pathways. Use programming skills in front-end website design freelance business.

### **Eastside Timbers Team Manager**

Managed a travel soccer team with 35 players, facilitating communication between coaches and families and creating more efficient processes.

### **Corbett School District PTA Member**

Raised funds and coordinated volunteers for important fundraising events to support capital improvements.

Providence Health and Services | 2002 – 2010

*Mission-driven healthcare services provider*

**Access Services Supervisor** 2008-2010

**Bed Placement Coordinator/Lead Registrar** 2005-2008

**Registrar** 2002-2005

## VOLUNTEER AND COMMUNITY SERVICE

### **PDX Women in Tech**

Provide resume coaching to women and those historically underrepresented in tech.

### **TechRise PDX Job Club/Worksource**

Repeat guest speaker, motivating and encouraging job seekers re-entering the workforce.

### **FIRST Robotics**

Community and employer relationship-building for group of students focused on STEAM education.

### **East Metro STEAM Partnership**

Community representative to foster industry relationship-building, enabling further educational opportunities for underserved youth.

## EDUCATION AND TRAINING

Full Stack Python Based Web Development Certificate  
B.A. Business Administration/Marketing (74 credits)

PDX Code Guild  
Portland State University