Sara L. Kennedy

(803) 960 - 3662 | SLKennedy@gmail.com | https://github.com/slkennedy

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PERSONAL SUMMARY

A new graduate of The Iron Yard Front-End Engineering program, with a strong background in nonprofit administration and technology services. I have strong people skills and an ability to learn quickly. I am seeking work as a Front-End Developer where I am able to grow my skills, take on new challenges and work with a team to create the best software solutions.

SKILLS

HTML5, CSS3, SASS, CSS Mixin Libraries such as Bourbon, Responsive Web Design, Responsive Grid Frameworks such as Neat, JavaScript, Underscore.js, jQuery, Source Control Management like Git and GitHub, Command Line Tools, Front-End MVC Frameworks such as Backbone.js and Ember.js, Backend services including Parse and Firebase, Test-Driven Development, Team Communication, Client Management, and Project Management

PROFESSIONAL EXPERIENCE

Lexington Medical Center, West Columbia, SC

January – August 2014

Donor Coordinator

- Managed client relationship database containing over 20,000 individuals
- Oversaw Accounts Receivable processing
- Managed prospect analysis software and database
- Planned and implemented prospect analysis practices
- Established prospect solicitation processes
- Provided reporting on revenue stream
- Created and distributed all public communications

Columbia Museum of Art, Columbia, SC

January 2007 – January 2014

Manager of Visitor Services & Technology   September 2010 – January 2014

- Supervised Visitor Services staff and institutional volunteers
- Constructed and maintained client relationship and ticket sales databases such as Raiser's Edge, Patrons Edge, Altru & ResearchPoint
- Oversaw all software and hardware upgrades
- Assisted staff with computer issues and managed technology service accounts
- Analyzed visitation data for monthly and annual reports
- Major Accomplishments:
  - Successfully transitioned institution from Raiser's Edge to Altru client relation database
  - Received Director's Award (Employee of the Year) for service from July 2011 – June 2012
  - Negotiated over $10,000 in annual savings from technology service vendors
  - Worked on a team of 4 to develop an institutional Strategic Plan for 2012 – 2015

Public Programs & I.T. Administrator   September 2009 – August 2010

- Planned and Managed all aspects of programming for adults
- Constructed and maintained ticket sales database, Patrons Edge
- Assisted staff with computer issues
- Analyzed visitation data for monthly and annual reports

Public Programs & Education Assistant   January 2007 – August 2009

- Planned and Managed all aspects of programming for children, families and adults
- Assisted Deputy Director with daily reporting and budget management

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OTHER PROFESSIONAL AND VOLUNTEER ACTIVITIES

Board Member & Volunteer Coordinator

January 2012 – Present

Jam Room Music Festival Foundation, Columbia, SC

- Develop and manage social media postings on multiple outlets
- Recruit and manage over 100 pre-festival and festival volunteers
- Plan appreciation events for festival sponsors & volunteers

Membership & Communications Committee Member

June 2012 – August 2013

Visitor Studies Association, International Organization

- Setup social media accounts and manage postings
- Improve website layout and communications regarding association membership

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EDUCATION

The Iron Yard Academy

August – November 2014

Greenville, SC

- Front-End Engineering

University of South Carolina

August 2001 – May 2005

Columbia, SC

- Bachelor of Fine Arts | Studio Arts