

# Sarah Brooks

2 Education Circle – Cambridge, MA 02141  
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## EDUCATION

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### **Boston College – Boston, MA**

*Bachelor of Arts: Business and Management, Minor: Biology*

**May 2022**

GPA: 3.79 - Major GPA: 3.89

- Merit Scholar
- Dean's List: 2019, 2020

**Education Abroad:** Environment and Culture in Costa Rica (Short-Term Faculty Led Program)

**Spring 2020**

## RELATED COURSEWORK & SKILLS

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**Related Coursework:** Evolution and Ecology, Cells and Genes, Wetland Biology, Economic Botany, Freshwater Biology, Ornithology, Environments and Culture in Costa Rica

**Computer Skills:** Microsoft Word, Excel, PowerPoint, Canva design software, Survey Monkey, Zotero

## RELEVANT EXPERIENCE

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### **Environment and Culture in Costa Rica**

**Spring 2020**

*Study Abroad Participant*

- Participated in Immersive Field Experience in a country with the highest biodiversity levels in the world
- Observed & Recorded fragile and endangered ecosystems of Costa Rica, including several wildlife Refuges
- Developed an understanding of land conservation
- Navigated & Adapted to Cultural & Language differences
- Practiced communication and team building with a new group of peers
- Organized and Executed Fundraising Events on and off campus to raise money for study abroad program

### **The Nature Conservancy – Boston, MA**

**Summer 2020**

*Development Assistant*

- Created a social media marketing plan to implement new business membership benefits
- Maintained social media presence through actively engaging with followers through posts and messenger
- Researched corporate businesses to cultivate as corporate sponsors for several programs
- Designed marketing materials to use at conventions and events

### **Boston College- Boston, MA**

**September 2019-Current**

*Career Services Assistant*

- Researched internship opportunities and created marketing materials to promote internships and jobs
- Entered data for student assessment purposes
- Assisted with large-scale career service events and opportunities on campus

## CAMPUS & LEADERSHIP ACTIVITIES

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### **Boston College -Alternative Winter Break Program**

**School Year 2019--2020**

*Member/Treasurer*

- Collaborated with other students and faculty to implement rebuilding and flood relief efforts through Habitat for Humanity disaster relief in New Orleans and Florida
- Organized Fundraisers & Managed the Budget Expenses for travel and supplies
- Managed the large budget (\$15,000) associated with the club

### **Boston College – Ecco Environmental House, Theme House – Boston, MA**

**School Year 2019-2020**

*Co-President/Treasurer*

- Managed house budget, including funding requests, reimbursement paperwork, and petty cash
- Planned and registered upcoming events with residential life
- Participated in Professional Development Leadership Trainings throughout the year
- Created and implemented a variety of events on campus to raise awareness surrounding environmental topics and politics