

Sarah Rendek

Taylorsville, Utah

CAREER SUMMARY

Over 15 years of successful administrative and customer service experience, including five years in nonprofit development. Experience includes project management, budget management, fundraising campaign planning, grant writing, social media management, database management, data entry, educational outreach, and community relations. Strong organizational and management skills. Able to balance working independently and within a team. Demonstrable interpersonal skills and ability to effectively communicate with customers, team members, and leadership. Additional job-specific duties outlined below.

RELEVANT WORK EXPERIENCE

Nuzzles & Co. Pet Rescue and Adoption (FT) – Development Manager/ Director of Development 2020- 2021 Additional duties: Facilitated adoptions, processed payments, organized merchandise, managed events

Salty Cricket Composers Collective (PT) – Grants and Programs Manager, El Sistema Coordinator 2019-2021 Additional Duties: Monitored class attendance, communicated with parents, supervised instrument care

Pioneer Theatre Company (FT) – Director of Annual Giving 2017-2019
Additional Duties: Coordinated with box office, set up and tear down of events

Catholic Community Services of Utah (PT) – Development Associate 2017
Additional Duties: Processed thank-you letters, assisted donors with proof of contributions

Avanti Executive Suites, Salt Lake City (FT) – Administrative Assistant, Sales associate 2015-2016
Additional Duties: Proof-read legal documents, managed supply room, processed mail for 300+ clients

Little America Hotel, Salt Lake City (FT) – Front Desk Clerk/Concierge 2014-2015
Additional Duties: Conducted check-in and check-outs using hotel software, operated multi-line phone system

Virginia Tanner Center for Dance, Salt Lake City (FT) – Assistant to the Director of Development 2013 - 2014
Additional Duties: Assisted teachers with class rosters and registration

Salt Lake Community College, Salt Lake City (¾ T) – Arts and Cultural Events Coordinator 2012 - 2013
Additional Duties: Worked alongside school development and marketing team to promote events

The Grand Theatre, Salt Lake City (PT - FT) – Box Office Staff, Stage Manager, Crew Member 2007 - 2013
Additional Duties: Worked with customers to buy, exchange and cancel tickets, processed payments

EDUCATION

Southern Utah University - MA Arts Administration (expected graduation 2022)

Westminster College - MA Community Leadership- Arts and Cultural Emphasis

University of Utah - BA Theatre Studies (2013)