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## Profile

Sarah

First Name

Otte

Last Name

sarah.j.otte@gmail.com

Email Address

1718 Carolina Ct.

Street Address

Suite or Apt

High Point

City

NC

State

27265

Postal Code

### What district do you live in? \*

☒ Within High Point Corporate Limits

Home: (864) 650-7775

Primary Phone

Home:

Alternate Phone

Wake Forest School of Medicine

Employer

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### Which Boards would you like to apply for?

Citizens Advisory Council: Submitted

Historic Preservation Commission: Submitted

Human Relations Commission: Submitted

Library Board of Trustees: Submitted

Parks and Recreation Commission: Submitted

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Ward you reside in?

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## Interests & Experiences

**Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.**

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Americorps VISTA for Habitat for Humanity through the Corporation of National and Community Service, ran a farmer's market in college, volunteered at a urgent care while in high school. Committed to serving in local government and listening to constituents. Brings in young blood to a community while still having respect for the past and the values of the area. I did run for At-Large because I love this town and have made it my home. Since I was unable to move forward in the election, I want to still help out the town in whatever way I can. I will not lose momentum and I will make sure that whatever role you put me in, I will do our town and citizens justice.

[Sarah\\_Otte\\_Resume-2.doc.docx](#)

Upload a Resume

**Have you participated in Leadership High Point?**

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☐ Yes ☒ No

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If yes, please list the year in which you participated in Leadership High Point:

**Gender**

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☒ Female

**Sarah Jane Otte**

1718 Carolina Court, High Point, North Carolina 27265

**864.650.7775**

[sotte@g.clemson.edu](mailto:sotte@g.clemson.edu)

## **WORK EXPERIENCE**

### **Wake Forest Baptist Health**

Department: Undergraduate Medical Education

**Winston-Salem, North Carolina**

August 2015 to Present

#### *Enrollment Services Coordinator*

January 2017 to Present

Invite MD applicants to interview day, manage the Visiting Student Application Service for host fourth year students, create process documents for a variety of daily operations, assist with the committee of admissions meetings, process holding fees and refunds for prospective MD students, maintain criminal background checks for applicants and current students, coordinate special events, run the MD interview day on the faculty side, process transcript and other requests for alumni and current students, manage social media and webpage updates, assist with MMI implementation

#### *Enrollment Services Specialist*

September 2016 to December 2016

Ran the MD interview day on the applicant side, maintained the School of Medicine social media presence and website, archived student records, processed and scheduled tours of the Bowman Gray Center for Medical Education, coordinated and released the administrative updates monthly newsletter, completed a variety of tasks for Student Records and Admissions in PeopleSoft, kept up to date process documentation on standard operating procedures, assisted in the visiting student host process through the VSAS service

#### *Secretary II*

August 2015 to September 2016

Assisted with admissions process, onboarded the Graduate School interns, completed various tasks in PeopleSoft, greeted visitors and faculty, directed traffic, ran errands for the deans, maintained the webpages for the Office of Enrollment Services, planned and executed the monthly administrative update newsletter for all departments in the medical school

### **Corporation for National and Community Service**

*AmeriCorps VISTA*

**Winston-Salem, North Carolina**

August 2014 to August 2015

Served as the ReStore Volunteer Coordinator for the Habitat for Humanity of Forsyth County affiliate, developed a volunteer training and retention program, recruited volunteers to fill different positions throughout the ReStore, staffed the ReStore with volunteers in high traffic hours and organized volunteer shifts to keep the process as efficient and low-cost as possible, coordinated the yearly volunteer appreciation gala which included procuring the catering and decorations along with managing the event, created a social media presence to obtain new volunteers and increase sales, represented the organization in a variety of community events, attended national conferences

### **Clemson University Summer Sessions**

*Social Media Marketing Intern*

**Clemson, South Carolina**

January 2014 to March 2014

Developed social media strategies to promote summer programs, worked with faculty members to make marketing material for new programs, contacted other institutions to find out their methods of improving summer school attendance

**Clemson University Professional Internships and Co-op**  
*Publication Intern*

**Clemson, South Carolina**  
January 2014 to March 2014

Contacted print companies to gain quotes on mass print publications, learned skills in Adobe Creative Suite to develop articles, researched other university publications and reached out to their respective publication departments

**Clemson University**  
*Bid Archivist*

**Clemson, South Carolina**  
June 2012 to August 2012

Archived old bids and purchase orders, edited/reformatted spreadsheets, scanned purchase orders, provided administrative support for coworkers, maintained records and managed the document retention process

**Gibson Organic Beef Farm**  
*Intern*

**Westminster, South Carolina**  
April 2012 to June 2012

Helped sell organic beef at local farmers markets while also learning about farm operations, assisted with farm events that showcased the methods of organic beef farming at the only USDA certified organic beef producer in the state

**Harbor Freight Tools**  
*Sales Associate*

**Columbia, South Carolina**  
June 2011 to August 2011

Operated cash registers, cleaned the floor, answered questions, registered customer warranties, maintained a clean and organized work space

**University of Kentucky**  
*Night Desk Clerk*

**Lexington, Kentucky**  
August 2010 to December 2010

Signed students into the dorms, checked in guests, coordinated with security to ensure the safety of the students, filled in for resident assistants during their meetings and rounds

**Belk**  
*Seasonal Sales Associate*

**Columbia, South Carolina**  
October 2009 to December 2009

Cleaned and organized displays, operated cash register, answered customer's questions in person and on the phone

## EDUCATION

**North Carolina State University**  
*Master of Education, Training and Development*

**Raleigh, North Carolina**  
August 2017 to Present

**Clemson University**  
*Bachelor of Science, Management with an Emphasis in Human Resources*

**Clemson, South Carolina**  
August 2014

- ◆ LIFE Scholarship Recipient
- ◆ Agricultural and Biological Engineering Scholarship Recipient
- ◆ Thelma Crook Witt and Lee Harold Witt Scholarship Recipient

## UNDERGRADUATE RESEARCH

### **Clemson Farm-Fresh Market**

Faculty Advisor: Dr. Angela Fraser

**Clemson, South Carolina**

August 2011 to October 2012

#### *Market Manager*

May 2012 to October 2012

Found new vendors through multiple avenues including cold calling and visiting other markets, created budgets, dealt with public relations, organized a group of twelve undergrads to put on successful markets during the fall and spring semesters, oversaw the management of USDA grant funds

#### *Financial Director*

August 2011 to May 2012

Kept track of expenses and sales, provided a budget, approved purchases, researched grants to help the farmers market cover costs, managed USDA grant funds, researched a variety of grant opportunities

## CO-CURRICULAR ACTIVITIES

- ◆ **Member**, Winston-Salem Jaycees, joined in March 2015
- ◆ **Member**, Carolina Farm Stewardship Association, joined in June 2012
- ◆ **Treasurer**, Tau Sigma honors society, April 2012 to August 2014, joined in October 2011
- ◆ **First Vice President**, Sigma Alpha sorority, November 2012 to December 2013
- ◆ **Chapter Delegate for National Congress**, Sigma Alpha sorority, October 2013
- ◆ **Historian**, Sigma Alpha sorority, January 2012 to November 2012, joined in September 2011
- ◆ **Member**, Sigma Alpha Lambda Leadership and Honors Organization, joined in May 2012
- ◆ **On-Air DJ**, WSBF FM, January 2011 to December 2011

## CERTIFICATIONS

- ◆ **Notary Public**, State of North Carolina, valid through December 2019

## SKILLS

- ◆ Microsoft Office adept
- ◆ Apple iLife adept
- ◆ Adobe Creative Suite proficient
- ◆ Google Drive adept
- ◆ Microsoft Visio proficient
- ◆ Ektron adept
- ◆ PeopleSoft competent
- ◆ Advanced knowledge of Microsoft Excel
- ◆ Event planning
- ◆ Customer service
- ◆ Data management
- ◆ Social media marketing