

Sara McDonald, CAP

"Work Hard and Be Nice to People"

(201) 212-1679 
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<https://www.smportfoliocv.com/> 

Resourceful and detail-oriented strategic administrative partner with extensive experience supporting executives, directors, and teams in healthcare, design, and corporate environments. Recognized for exceptional organizational skills, incredible work ethic, and the ability to streamline office operations for success by implementing efficient systems to enhance productivity.

Select Professional Experience

Sales Program Coordinator, Trauma

April 2022 - Present

- Provide administrative support to U.S. Sales Directors (6) and their respective managers (50+.)
- Designed and implemented a streamlined onboarding process supporting new hires at all levels—from entry to management.
- Serve as first point of contact and ongoing resource for over 200 new employees annually, ensuring a welcoming introduction aligning with the organization's culture.
- Lead administrative operations and logistical support for special projects, compliance, events, team recognition and engagement, and organizational process improvements.

Chief of Staff/Executive Assist to CEO

December 2021 – March 2022

Stryker, Mahwah, NJ

Savannah Services Group

- Strategic partner to the CEO, overseeing planning, organizational structure, and process development and managing communications between CEO and staff to include meeting coordination, expense validation, and travel.
- Provided operational oversight and implemented process improvements.

Occupational Health, Administrative Specialist

June 2020 - November 2021

Valley Health System

Hospice and Home Care, Administrative Assistant

September 2018 - May 2020

- Provided comprehensive administrative support to director of Business Development and the Director of Hospice and their respective teams, then onward to clients of Occupational Health.
- Oversaw contract drafting, billing entry, compliance database management, and budget allocation.
- Created reports, presentations, and marketing materials; maintained organizational filing systems and managed correspondence.
- Provided general office support, including calendar management, meeting coordination, data collection and analysis, copy editing, and troubleshooting technical issues.

Executive Administrator/Studio Manager

August 2009 - December 2016

Thinc Design, New York, NY

- Served as professional and personal assistant to the President, managing complex schedules, travel, and critical business communications.
- Provided administrative support to a 20-person staff, including meeting coordination, travel arrangements, and room setup while maintaining front desk operations.
- Supported operations administration for the Managing Director/CFO, handling business documentation, accounting, HR functions, and payroll.
- Developed and maintained digital and manual organizational systems, managed contact databases, and supported IT troubleshooting.

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Key Achievements

2026	Created a Regional Sales Manager SharePoint resource portal, serving as a one-stop hub for direct links and essential information.
2025	Admin Visionary for IAAP annual Summit Conference. Speaking engagement highlighting my values of vulnerability and transparency as a strength and led a 5-leader panel discussion.
2025 2024	Two-time Excellence in Public Service Admin Award nominee and finalist.
2024	Helped launch and coordinate Trauma Sales Women's Network to foster professional growth, networking, and lifestyle harmony and facilitate connection amongst female representatives nationwide.
2023	Partnered with the Quality Management Systems Team to streamline trauma sales training assignments, eliminating redundancies and creating role-based user groups and curriculums. Saving over 400 staff hours annually and 8 hours a month of manual effort for my role.
2020- 2022	Developed a virtual event subscription program, streamlining client communications creating an alternative for in-person engagement during pandemic, and monetizing events.
2020	Restructured departmental drives, creating a hyperlinked index for faster file retrieval.
2018	Led efforts to reassign and close caseloads efficiently using advanced MS Word functions.
2016	Successfully sourced new office space, reducing operational costs by 50%.
2012	Designed and launched a new company website, improving functionality, searchability, and traffic.
2010	Implemented a shared contact database, reducing errors and duplications.



2017 - 2028

Most Valued Skills

- Adaptable
- Authentic
- Genuine
- Influence
- Leads with kindness
- Proactive
- Process-oriented
- Quick learner
- Responsive
- Solution-driven
- Tech-Savvy
- Thoughtful leader

Education

- Bachelor of Science
Business Administration and Management (Expected 2026)
- Associate of Science
Administrative Professional
Technical diplomas embedded:
Office Assistant, MS Office (2020)

Full work history and references available upon request.