

# Sara McDonald, CAP

“Work Hard and Be Nice to People”

(201) 212-1679 

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<https://www.smporfoliocv.com/> 

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

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## Select Professional Experience

### Sales Program Coordinator, Trauma

Stryker, NJ

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 Assistant to CEO

Savannah Services Group, Remote

December 2021 – March 2022

- 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

Valley Health System, NJ

June 2020 - November 2021

### 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

Thinc Design, NY

August 2009 - December 2016

- 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 Sharepoint resource portal, serving as a one-stop hub for sales manager access to direct links and essential information to support their success.
2025	IAAP annual Summit Conference Admin Visionary. Session hosting opportunity, leading a panel discussion around the strengths of vulnerability and transparency and offered conference support for online engagement with virtual attendees.
2025 2024	Two-time Excellence in Public Service nominee and finalist of the Admin Awards, a peer-nominated celebration and recognition of administrative professionals.
2024	Organizing member of the Trauma Sales Women’s Network. Implemented to foster professional growth, networking, and lifestyle harmony while facilitating connection amongst female sales representatives nationwide.
2023	Teamed with Quality Management Systems to streamline training assignments, eliminating redundancies and creating role-based user groups and curriculums. Resulting in an average of 400 staff hours saved annually.
2020- 2022	Developed a virtual event subscription program, streamlining client communications creating an alternative for in-person engagement during pandemic, adding a new revenue stream to the department and monetizing the event offerings.
2020	Restructured departmental drives, creating a hyperlinked index for faster file retrieval.
2018	Temp contract assignment with Superior Courts. Led efforts to reassign and close record number of caseloads 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 without authority
- Leads with kindness
- Proactive
- Process-oriented
- Quick learner
- Responsive
- Solution-driven
- Tech-Savvy
- Thoughtful

## Education

- Bachelor of Science Business Administration and Management (Expected 2026)
- Associate of Science Administrative Professional (2020)

Technical diplomas embedded:

- Office Assistant
- MS Office

*Full work history and references available upon request.*