

Sara McDonald, CAP

“Work Hard and Be Nice to People”

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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, timely wit, positive attitude, and the ability to streamline office operations for success by implementing efficiencies to enhance productivity.

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 own a streamlined onboarding program for new hires, from entry level through management, accelerating their time to productivity.
- Serve as first point of contact for over 200 new employees annually, ensuring a welcoming introduction aligning with the organization’s culture while maintaining a go-to-resource partnership with the salesforce nationwide (900+).
- Own compliance and training-assignment processes (SLMS, Trackwise/CAPA)
- Generate recurring executive reporting, including VP-level overdue-training, safety, and compliance dashboards, equipping managers, directors, and VPs with the data to make informed decisions.
- Lead credentialing usage rate collection for cost analysis, forecasting, and master-account management to support fiscal responsibility and operational awareness.
- Coordinate and provide logistical support for meetings, courses, and events - breakouts for national sales meetings, executive offsite quarterly business reviews, and field sales training (201/301).

Occupational Health, Administrative Specialist

Valley Health System, NJ

June 2020 - November 2021

Hospice and Home Care, Administrative Assistant

September 2018 - May 2020

- Delivered comprehensive administrative support to the Director of Business Development, the Director of Hospice, and their teams—extending to Occupational Health clients across both roles.
- Oversaw contract drafting, billing entry, compliance database management, and budget allocation, ensuring accuracy and regulatory compliance.
- Produced reports, presentations, and marketing materials; maintained organizational filing systems and analyzed data monthly in an effort to present trends and forecasting to support informed decision making.

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, contact database management, and room setup while maintaining front desk operations.
- Supported operations administration for the Managing Director/CFO, handling business documentation, accounting, HR functions, and payroll.

Full work history and references available upon request.

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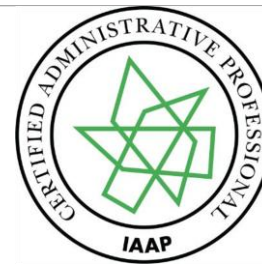
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Key Achievements

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