

# SARAH A. HIRSCH

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## EDUCATION

**University of San Francisco (USF), San Francisco, CA**

December 2017

**B.A. Communication Studies**; Double Minor: Gender and Sexuality Studies, Child and Youth Studies

GPA 3.88

Study Abroad Program, The Loyola Chicago John Felice Rome Center, Rome, Italy August 2015 - December 2015

## RELATED EXPERIENCE

USF Priscilla A. Scotlan Career Services Center (CSC), San Francisco, CA

### Career Planning Peer

August 2014 - Present

- Assist in the foundation of the Career Planning Peer program with the Career Services Center Associate Director
- Extensively train in counseling strategies; met with 7–25 clients a week in one-on-one sessions to utilize skills, quickly and intuitively assess needs, and provide appropriate career related advice
- Co-manage all aspects of training for 3 new peers by leading weekly hour-long training sessions, conducting frequent one-on-one reviews, and providing constant support and extensive real-time feedback
- Outline and draft substantial portions of the Career Planning Peer training manual
- Create first-ever CSC blog and Twitter page; write weekly articles about CSC information and events

### Administrative Assistant

May 2014 - August 2014

- Utilized customer service skills to provide students, employers, and other visitors with information about the CSC as well as scheduled workshops and appointments through MeetingMaker and Google Calendar
- Trained 4 new employees in Career Center procedures, and acted as a consistent and knowledgeable resource for all student employees on Career Center operations
- Facilitated all major career services events throughout the year for 25–700 student attendees through planning, set-up, answering employer questions, and cleanup

St. Anthony's Foundation, San Francisco, CA

### Tech Lab Service-Learning Volunteer

June 2013 - April 2014

- Co-managed front desk for four hours each week; greeted up to 100 low-income and homeless residents of the Tenderloin and surrounding areas, answered Tech Lab questions, and made certain all guests were comfortable and supported in the lab
- Trained Worked one-on-one with guests to teach basic internet and computer skills such as email, job search, resume writing, cover letter writing, printing, and online research

## OTHER EXPERIENCE

Oasis for Girls, San Francisco, CA

### Program Assistant Intern

May 2014 - Present

- Collaborate with Executive Director and Program Coordinator to create and launch a Workforce Development Program aimed at teaching high school aged girls of color from low-income backgrounds crucial job-readiness skills
- Develop beneficial relationships with 15+ youth-oriented nonprofit organizations in San Francisco, and created job-readiness workshops and activities to lead during program
- Build intake portfolios, develop individualized action plans, and conduct follow-up meetings to monitor progress of program participants in extensive one-on-one counseling settings

Peer Health Exchange, San Francisco, CA

### Leadership Council Member

Jan 2014 – Present

- Leader of the Abusive Relationships workshop; organized weekly meetings and training sessions for 2 other volunteer Health Educators, and acted as an informed resource for all volunteers as well as a liaison to the PHE staff
- Master 3 separate detailed workshop scripts, and travel to local high school classrooms on a weekly basis to teach these interactive workshops to between 15 and 40 high school students per week

## RELATED SKILLS

- Familiar with Audacity and Microsoft Office (Word, Outlook, PowerPoint, Excel, Access)