

Sara Diercks

240-446-8939

s.diercks31@gmail.com
3353 Shelby Dr. Apt. 105
Los Angeles, CA 90034

EDUCATION

Certificate GIS and Geospatial Technology, UCLA Extension, Los Angeles, CA June 2018, GPA 4.0

- Completed all required courses using ArcMap and QGIS, including GISProgramming (with Python) and Cartography
- Created reference, choropleth, thematic, topographic, and heat maps
- Performed re-projections, queries & selections, geocoding, and table joins
- Experience with digitizing, raster georeferencing, geoprocessing, and map algebra
- Contributed to peer reviews and discussions

B.A. Communications - Mass Media, Salisbury University, Salisbury, MD May 2007

EXPERIENCE

Invoicing Clerk, Office Team - *Quest Nutrition, LLC* El Segundo, CA

Jan 2018 - Present

- Continuously complete monthly invoicing deadlines on time
- Improve productivity by completing tasks without error
- Coordinate with team to prevent future errors and resolve ongoing issues
- Participate in proving feedback, learning new procedures, and training new hires

Post Production Assistant, ABC Studios - *Code Black (Season 2)* Burbank, CA

June 2016 - Feb 2017

- Liaison between internal departments and external vendors
- Coordinated and oversaw workflows to ensure on-time deliveries of products
- Adhered to strict guidelines and procedures to ensure proper output specifications
- Created, updated, and distributed calendars and contact lists as needed

Post Production Assistant, NBC Universal - *Heartbeat (Season 1)* Universal City, CA

March 2015 - May 2016

- Oversaw the on-time completion and delivery of products on a weekly basis
- Maximized productivity within department by supporting team members
- Successfully followed guidelines and performed quality control to ensure proper specifications of final outputs
- Prioritized multiple department needs to meet strict deadlines and demands