

Sarah Bartling

Achiever • Discipline • Consistency • Developer • Learner



Objective

Seeking a position that utilizes my experience and education in a productive manner and working cooperatively with a wide spectrum of personalities as well as age levels.

Skills & Abilities

Able to work under pressure and meet deadlines.
Skilled in handling multiple projects concurrently.
Attention to detail and exceptional organization.
Ability to work independently or within a team environment.
Friendly communication for exchanging information.
Excels with technology.
Enthusiastic and committed to professional excellence.

Top 5 Gallup CliftonStrengths (www.gallup.com)

Achiever

- A great deal of stamina and hard work
- Satisfaction from being busy and productive

Discipline

- Enjoy routine and structure

Consistency

- Keenly aware of the need to treat everyone in the world with consistency by setting up clear rules and adhering to them

Developer

- Recognize and cultivate the potential in others

Learner

- Desire to learn and want to continuously improve

Licenses & Certifications

Nebraska Notary Public (Commission expires August 4, 2021)
Nebraska Initial Teaching Certificate K-6 (2008-current)



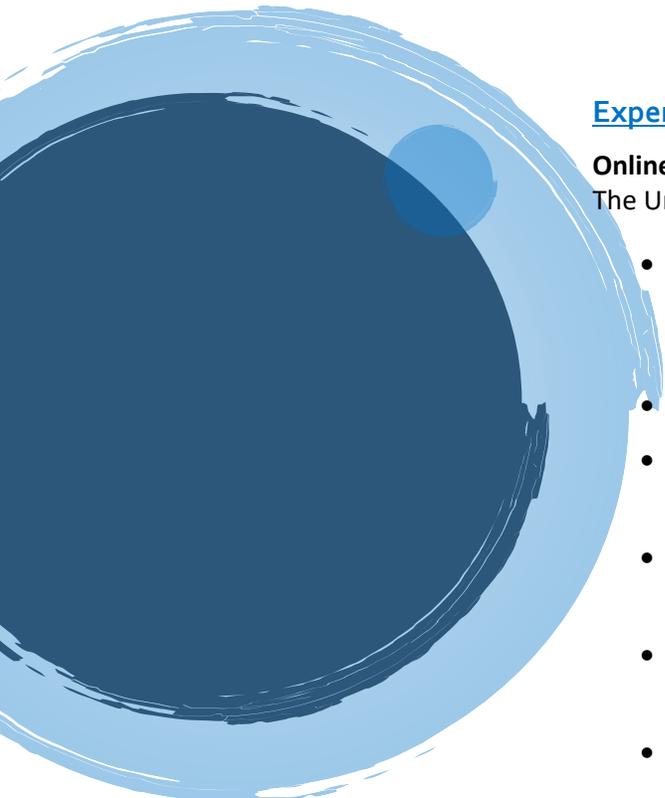
4607 Loveland Drive
Kearney, NE 68845



308-627-2497



bartlingseg@gmail.com



Experience

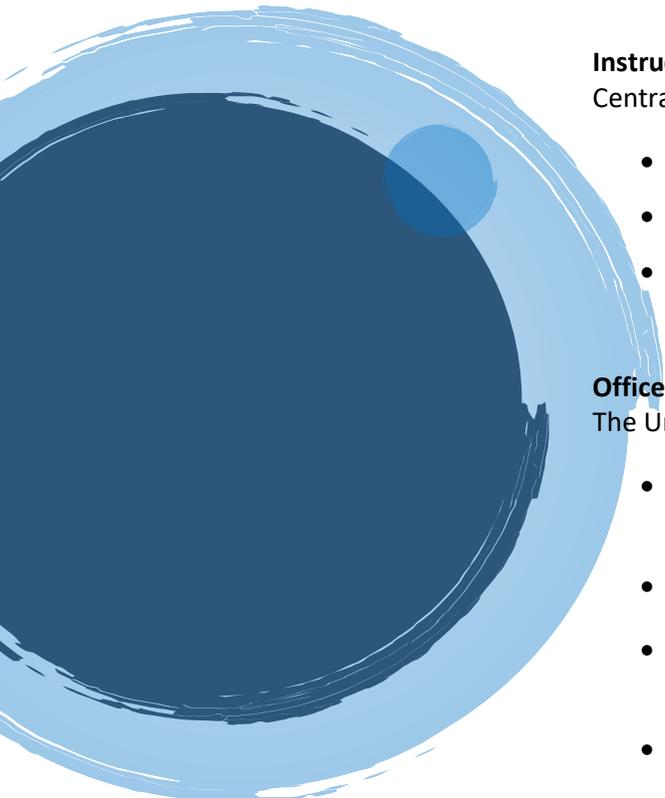
Online Program Coordinator • Teacher Education Department
The University of Nebraska at Kearney • July 2016–current

- Serve as point of contact and coordinate online Teacher Education Master's Degree and Montessori education programs.
- Assist with the Montessori accreditation process.
- Coordinate online Teacher Education endorsement programs and assist Educator Certification Office.
- Serve as the liaison with the Graduate Office, Registrar and eCampus.
- Manage graduate leads from eCampus, Online Worldwide, email and phone.
- Advise students regarding program requirements and assist with applying and registering for courses.
- Work with TE Program Directors/faculty to determine enrollment, course rotations and potential program changes.
- Organize and schedule completion of comprehensive exams.
- Create and manage Graduate Exit and Employer Qualtrics surveys.
- Create and update informative student materials such as brochures, newsletters, webpages, department Social Media sites and Canvas organizations.
- Co-Chair the College of Education Scholarship Night.
- Coordinate and complete One Source Criminal Background checks for students.
- Attend transfer days, career fairs, and student teaching seminars, and assist with special events, meetings, and conferences.
- Prepare, organize, and maintain confidential data records, digital and paper.
- Provide administrative and professional support to the Teacher Education Department.

“Sarah has a number of wonderful traits. My favorite is her sense of humor, but she also is very dedicated, industrious, personal, professional, and caring. In addition, she interacts well with everyone, is focused, has great leadership potential, is multi-talented, and has a friendly and outgoing personality.”

Dr. Scott Fredrickson
Former Professor,
Instructional Tech, UNK





Instructor • Community Education Courses
Central Community College-Kearney • August 2016-May 2017

- Microsoft Suite Overview
- Intermediate Microsoft Word
- Intermediate Microsoft Excel

Office Associate • Teacher Education Department
The University of Nebraska at Kearney • April 2014-June 2016

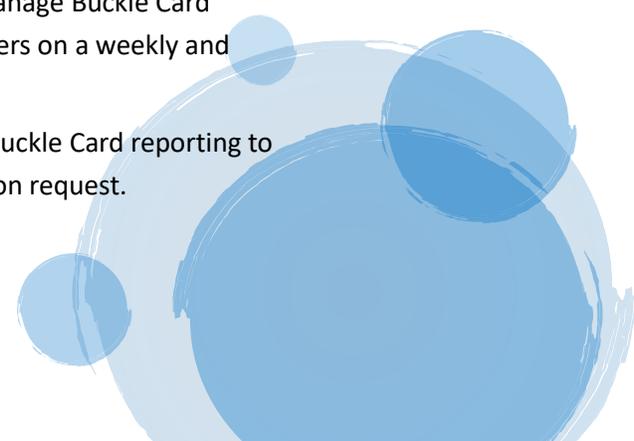
- Coordinate and complete the One Source Background checks, DHHS forms and sex offender registry checks for students.
- Enter Milestones into the MyBlue system.
- Create and update information student materials such as the Teacher Education brochure, webpages, and Social Media sites.
- Create, manage, and sort data for Qualtrics surveys for the Teacher Education Department and the College of Education Dean's Office.
- Manage and award the College of Education Dean's Scholarships to a designated number of incoming freshmen.
- Co-Chair the College of Education Scholarship Night.
- Manage iPads and checkout system for the Teacher Education Department students.
- Coordinate the student visits that are interested in the Teacher Education program, as well as attend Transfer Days and Career Fairs.
- Prepare, organize, and maintain confidential data records, digital and paper.
- Provide administrative and professional support to the Teacher Education Department.

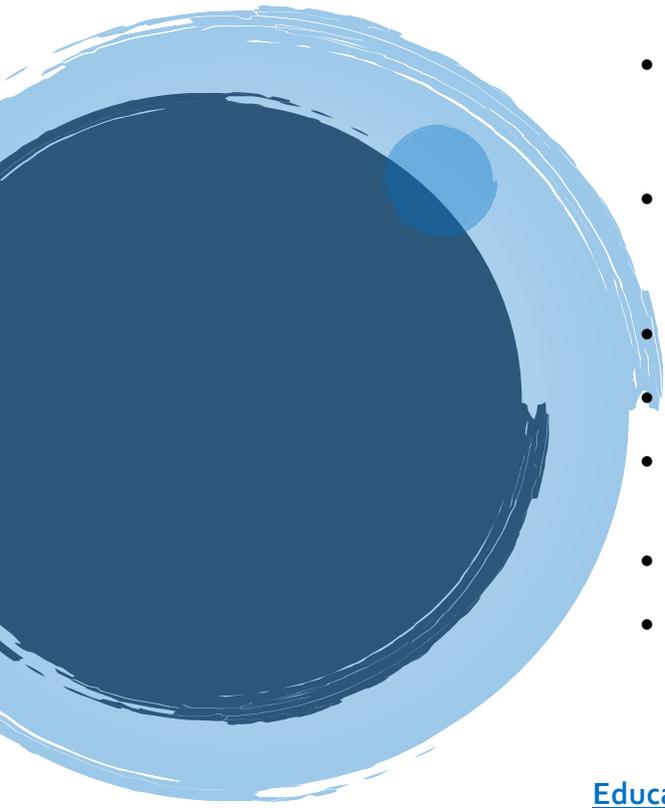
"Sarah is a creative, positive, and innovative force. Her work ethic and attitude show in all that she does. She is not only an amazing worker but is also an amazing person."

Dr. Sherry Crow
Former Associate
Dean, College of
Education, UNK

Sr. Finance and Office Administrative Assistant
The Buckle, Inc. • May 2011-April 2014

- Create, distribute, and manage Buckle Card reporting to all stakeholders on a weekly and monthly basis.
- Research and distribute Buckle Card reporting to individuals and stores upon request.





- Assist Supervisor in compiling Buckle Card statement messages, reviewing and formatting Buckle Card calendars, and compiling fraud mitigation information and charge-back dispute data.
- Maintain intranet content, Sonar email collateral, private label internet site, and private label client services for Buckle Teammates.
- Research high level Guest/Team issues.
- Scan and maintain marketing funds and invoices.
- Record and report NSF Buckle Card check payments and research miss-keyed Buckle Card payments.
- Purchasing and managing of office printers and copiers.
- Manage and reconcile daily deposits.

Education

University of Nebraska at Kearney • Kearney, NE
Master of Science in Education • May 2016

- Major: Instructional Technology
- GPA: 4.0

University of Nebraska at Kearney • Kearney, NE
Bachelor of Arts in Education • May 2008

- Major: Elementary Education
- GPA: 3.7, Cum Laude
- Phi Eta Sigma member
- Kappa Delta Pi member
- Honors include:
 - National Honors Society
 - National Scholars Honor Society
 - National Dean's List
 - National Collegiate All-American Academic Scholar

Kearney High School • Kearney, NE
High School Diploma • May 2004

- GPA: 3.8
- National Honors Society Member
- Lettered 2 years with Band





Leadership (beginning with most current)

UNK

eCampus Coordinator Advisory Group Member • 2017-present
Retention Council Member (Online/Graduate Subgroup) • 2019-present
Teacher Education Leadership Advisory Team • 2020-present
Title IX Process Advisor • 2020-present
UNK Student Conduct Board Member • 2020-present

College of Education Technology Committee Member • 2015-2020
Leadership UNK Board of Graduates Past Vice President • 2018-2019
Leadership UNK Board of Graduates Marketing Officer • 2018-2019
Loper 2 Loper Mentor • 2018-2019
Leadership UNK Board of Graduates Vice President • 2017-2018
Leadership UNK Board of Graduates Co-Chair • 2016-2017
UNK Advanced Leadership Committee Vice President • 2016-2017
Leadership UNK Class Member • 2015-2016

Community

Kearney Area Children's Museum Supporter • 2020-present
Kearney Area Young Professionals Network • 2012-2016

- Community and Chamber Relations Committee • 2012-2014
- Fundraising Committee • 2014-2015

References

Available upon request.

