

SARAH MOORE

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Insightful Business Manager with 12 years of experience in project management, vendor management, operations, procurement, scheduling, + budgeting for a vast array of projects, programs, + products in various industries.

EXPERIENCE

JULY 2016 – PRESENT

BUSINESS MANAGER, CONTRACT

- Assisted C-level executives with scheduling, itineraries/agendas, meeting notes, conference calls (Zoom), + special projects
- Managed procurement, project management (certified + CE) - project documentation, project schedules (Microsoft Project), RFP, RFI, purchase, + change orders (Buildertrend + Trello), CRM (Salesforce + Monday.Com), interior specifications, plan mark-ups, (Revit + Bluebeam) event planning, budgets (Smartsheet + Google Sheets), invoices (QuickBooks), payments (Bill.Com), orders + tracking
- Developed + managed relationships with key vendors + assisted in contract negotiations

DEC 2012 – JAN 2016

PROGRAM MANAGER, AIC

- Assisted Business Development Leader on special underwriting + sales projects + trained team members, + other program managers
- Identified + analyzed potential program risks, developed effective mitigation plans, + created program gateway criteria
- Managed all accounts receivables, payables, property + liability claims, + collections

JULY 2011 – DEC 2012

ACCOUNTING MANAGER, STERLING CUSTOM HOMES

- Managed purchase + change orders, invoicing, payments, construction draws, + Builders Risk
- Assisted CEO + Customer Selection Manager with project event planning + interior specifications
- Mapped projects for budget tracking + resource allocation

MAR 2007 – MAY 2011

REGIONAL TRADE FLOOR ANALYST, INERGY

- Performed contract maintenance for 150+ wholesale propane accounts, NE truck + rail scheduling (Rightangle), all billing, invoicing, + accounts payable (Peachtree)
- Assisted marketer with inside sales + traders with swaps, options, + futures
- Managed Northeast region profit + loss + daily terminal price reporting

EDUCATION

BBA BUSINESS ADMINISTRATION, BAKER UNIVERSITY