

SARAH MELISSA HORN

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◆ Education ◆

University of Colorado, School of Journalism and Mass Communication
Pursuing a M.A. in Print and Broadcast Journalism/Environmental Studies

University of San Francisco, San Francisco Graduated May 06
B.A in Economics, Minor in Spanish, 3.6 GPA
Studied abroad at The University of Oviedo, Spain

◆ Work Experience ◆

Financial Analyst/Executive Assistant July 07- Aug 09
Piper Jaffray & Co, San Francisco, CA
Supported Head of Clean Technology and Technology Equity Capital Markets and subsequent team of bankers in an administrative and analyst capacity. Collected economic data, news, and company actions to present to a firm wide audience in the form of a newsletter type publication. Assisted in summarizing and formatting market data for an online webpage and mass distributed email. Advanced knowledge on the Clean Technology and Technology industry sectors including trends, leading companies, and emerging technologies. Additional responsibilities were to edit and assist in creating external materials that would be presented to executive level clients. Efficient communication and organizational abilities were necessary for success.

Real Estate Appraisal Assistant Dec 06-July 07
Cypress Appraisal, Portland, OR
Obtain and process sales and market driven data from public and private data sources, analyze land use, photograph properties, and assist in reports generation

Development Intern Sep 06–Dec 06
The Government Accountability Project, Washington DC
Responsibilities included assisting in editing publications, case research, donor database maintenance, event planning, compiling promotional materials, & donor communication.

Coalition Intern Sep 06–Dec 06
Genocide Intervention Network, Washington DC
Researched non-profit activist organizations and produced a research document used as a tool for outreach structure. Participated in website maintenance, restructuring of outreach network, donation reporting and evaluation of fundraising campaign

◆ Activities ◆

Volunteer work: Boulder County Open Space, InterCambios, New Era Colorado, Helping Hands Bakery, Clean Tech Open 2009, Portland Homeless Connect, The Friendly House Community Center ESL instructor and Volunteer aid mission to Trinidad & Tobago. Recreational Accomplishments: Completed three half marathons and a triathlon