



**SARAH WEDDERBURN**  
Management Information Systems and  
Reporting Coordinator  
Lotus House Women's Shelter  
Miami, FL



I am a results-oriented, hard-working individual with strong analytical skills, with the ability to organize, analyze and disseminate information with attention to detail and accuracy. I have a disciplined mindset and approach towards all tasks and a talent for thinking outside the box, additionally I have acquired a proficient skill-set in MS Office suite including Excel, PowerPoint and Word. I earned a bachelor's degree in Actuarial Science with an integrated minor in Business and a master's degree in Public Administration from Florida State University.

Because of my love for the homeless community, I am currently employed by the Sundari Foundation as their Management Information Systems and Reporting Coordinator. As a part of my position, I accurately and completely enter, update and report on data in our Electronic Health Records system. I assist in documenting, reporting and complying with all grants, funding agreements and other contracts.