

Experience

American Intellectual Property Law Association, Arlington, VA (9/09 – present)

Manager of Marketing and Communications

- Managing public relations, writing press releases, arranging interviews with media
- Editing the content and managing the production of web, electronic, and print publications
- Writing the content and managing the design of all membership marketing collateral

Women's Foreign Policy Group, Washington, DC (9/07 – 8/09)

Director of Communications and Development

- Writing and distributing press releases
- Writing, editing, and designing content for web, electronic, and print publications
- Designing print materials for major events

McKinsey & Company, New York, NY (3/06 – 1/09)

Knowledge Objects Editor (Part-time)

- Writing and editing annotations to knowledge objects for knowledge base of client engagements

Bond Street Group; Decorum Consulting Group, New York, NY (3/06 – 8/07)

EDGAR Operator (Contractor)

- Creating SEC filing using Electronic Data Gathering, Analysis & Retrieval (EDGAR)
- Companies: AXA Financial, Cadwalader, Wickersham & Taft LLP, and Vintage Filings

Oddcast, Inc., New York, NY (4/05 – 2/06)

Technical Writer (Freelance)

- Writing and amending parts of user manuals (see portfolio at www.sarabarker.com)

Altria, Washington, DC and New York, NY (7/03 – 7/05)

Executive Assistant to VP of External Communications (Contractor)

- Copy-editing, proof-reading, bookkeeping, expense-tracking

Office Assistant, Altria's Government Affairs Office (Contractor, 7/03 – 8/04)

- Assisting on special projects including budget and events

Fannie Mae, Washington, DC (7/00 – 10/02)

Technical Writer (Contractor)

- Summarizing technical documents, creating and maintaining online library
- Copy-editing, taking minutes at meetings, proof-reading memos and presentations

College Connections, McLean, VA (7/99 – 6/00)

Communications Associate

- Planning and coordinating events for alumni organizations; copy-editing newsletters

Cato Institute, Washington, DC (1/98 – 6/99)

Public Affairs Assistant

- Copy-editing op-ed articles; communicating with media regarding events and publications

Education

American University of Paris, Paris, France (11/02 – 6/03)

- Professional Certificate Program in Technical Communication

St. John's College, Annapolis, MD (9/94 – 5/98)

- BA, double major in Philosophy and History of Math & Science

Skills

Web Content and Design: HTML, CSS, SharePoint, Dreamweaver; **Desktop Publishing:** inDesign, Photoshop, Acrobat, MS Publisher, Framemaker; **Association Management Software:** gomembers' Q, MemberClicks

Volunteer Activities

Young Professionals in Foreign Policy, Washington, DC (8/09 – present)

Director of Development (Volunteer)

- Writing and editing grant applications and reports

Young Professionals in Foreign Policy, Washington, DC (8/08 – 8/09)

Chair, Gender in Foreign Policy Discussion Group (Volunteer)

- Moderating monthly meetings and organizing speaker events