

SARA ELIZABETH MACK



Overview

Third year undergraduate student at the University of British Columbia Vancouver campus pursuing a Bachelor of Arts with a major in Human Geography and minor in History. The current Spruce House President of the Ponderosa Commons Residence Association and Vice-President Finance of the Geography Student's Association. After receiving a BA, I plan to attend graduate school to pursue a Masters in Geography, with focus on economic and housing policies in Canada, with the eventual goal of becoming a Minister in the Cabinet of Canada. Highly driven and goal-oriented with multifaceted interests in government policy, technology, science, politics and finance.

Education

BACHELOR OF ARTS | 2014-2018 | UNIVERSITY OF BRITISH COLUMBIA

- Pursuing a BA; major in Human Geography, minor in History.
- Courses completed: ASTU 100A, JRNL 100, FIST 100, VISA 110, CRWR 213, GEOB 102, GEOB 103, GEOG 121, GEOG 122, GEOG 310, GEOG 316, GEOG 329, GEOG 345, GEOG350, GEOG 361, GEOG 374, HIST 350, ECON310, MATH 104, ECON 311.

INTERNATIONAL BACCALAUREATE DIPLOMA | 2010-2014 | COLONEL BY SECONDARY SCHOOL

- Participation in the internationally recognized full diploma education program. Recipient: Honours Society Award (2012-2014) and the Will Phee Film Festival Award (June 2012).

Work Experience

COMMUNITY ENGAGEMENT COORDINATOR | ALMA MATER SOCIETY, UBC | JULY 2016 - JANUARY 2017

- Assist the Vice-President Administration in building campus spirit and community at UBC by acting as a liaison between the AMS and non-AMS student groups on campus to build community within the Nest and by organizing events for clubs and promoting the visibility of clubs in the building.

ADMINISTRATIVE ASSISTANT | CHILDREN'S HOSPITAL OF EASTERN ONTARIO | APRIL 2016 - JULY 2016

- Preparation of specifications, contract documents and referrals. Formatting and editing support for proposals, reports, letters. Answering phone and email questions. Inter-group coordination with other offices and groups in the hospital.

SHIFT SUPERVISOR | STARBUCKS COFFEE COMPANY | JULY 2015 - OCTOBER 2015

- Responsible managing shifts, running a team and making store operations decisions. A role model and coach of delivery of high-quality service while creating meaningful connections with customers and partners alike. Promoted after three months of being involved with the company.

BARISTA | STARBUCKS COFFEE COMPANY | MARCH 2015 - OCTOBER 2015

- Responsible for serving all products with friendly, individualized attention towards each customer as well as educating customers about coffees and teas and food pairings for both and represents Starbucks in a professional manner.

VIDEOGRAPHER | CHEO IBD CENTRE | MAY 2012 - AUGUST 2014

SOCIAL MEDIA REPRESENTATIVE, PROMOTIONAL POSTER | CHEO IBD CENTRE | MARCH 2013

MODEL | ANGIE'S MODEL AND TALENTS | JANUARY 2011- AUGUST 2012

SOCIAL MEDIA REPRESENTATIVE, PROMOTIONAL POSTER | MOSBY NURSING SKILLS | FEBRUARY 2011

Extracurricular

VICE-PRESIDENT FINANCE | GEOGRAPHY STUDENTS' ASSOCIATION | MARCH 2017 - PRESENT

- The VP Finance is in charge of the GSA's financial accounts, acts as a co-signatory, ensures the GSA follows all financial procedures outlined in the AMS Code, and acts as a liaison between GSA and the AMS. Creates a yearly fiscal budget, monitors cash boxes at all GSA events and reports directly to the President.

SPRUCE HOUSE PRESIDENT | PONDEROSA COMMONS RESIDENCE ASSOCIATION | JUNE 2016 - PRESENT

- Member of PCRA Council with administrative, oversight and promotional duties. Holds house programming to foster and promote community and wellbeing for respected house.

STUDENT REPRESENTATIVE | UBC BIRD CAGE | JUNE 2016 - PRESENT

- Member of the Bird Cage council, aiming to build a sense of community through organizing and promoting UBC Thunderbirds games and initiatives. In charge of coordinating and communicating with various campus groups and organizations, planning and executing events with over 5,000 students in attendance.

SCHOLARSHIP COMMITTEE | GAMMA PHI BETA SORORITY | JANUARY 2016 - DECEMBER 2016

- Holding weekly Proctor hours which oversees quiet study and reports to Scholarship Chairwoman, additionally provides educational assistance to members or access to educational resources such as tutoring. Attends monthly meetings with the Scholarship Chairwoman and Education Vice President. Recipient of "Most Outstanding Proctor" (see below).

FINANCIAL VICE PRESIDENT | GAMMA PHI BETA SORORITY | AUGUST 2015 - DECEMBER 2016

- Financial Vice President is a part of the Executive Council and is responsible for organizing and monitoring financial affairs of over 117 members of Gamma Phi Beta, totalling over \$150,000 in finances. She creates a yearly fiscal budget and monitors it throughout the year, is responsible for all money received and payable, and attends various meetings. Prepares reports and presentations and works closely with advisors and other International members such as the Regional Coordinator and Database Coordinator. If necessary, she conducts disciplinary hearings with the Executive Council, informs delinquent accounts of their obligations and rectifies any deficits and files accounts to collections agency. Highlights during my time as FVP include eliminating a \$5,000+ deficit, helped start our local Chapter's scholarship fund and tripled revenue during philanthropy events the 2016 fiscal year.

EXECUTIVE BOARD MEMBER | AFFILIATED HOUSE CORPORATION | SEPTEMBER 2015 - DECEMBER 2016

- Attends quarterly AHC Meetings discussing financial matters pertaining to housing and facility. Appoints members to positions, formalizes committees, and assists with creating and enforcing financial controls and housing regulations.

RECRUITMENT COORDINATOR CHAIRWOMAN | GAMMA PHI BETA SORORITY | MARCH 2016 - OCTOBER 2016

- Working under the Membership Vice President, the recruitment coordinator chair heads recruitment coordinator committees. Duties include implementing promotional and public relation strategies, leading organizational and leadership development activities and ensuring aesthetic standards are implemented for the facility in preparation for membership recruitment.

FACILITIES MANAGER | GAMMA PHI BETA SORORITY | SEPTEMBER 2015 - SEPTEMBER 2016

- The Facilities Manager leads knowledge of Facility Rules and Procedures, coordinates cleaning groups and ensures the safety, security, and maintenance of the facility and organization's Chapter room. Reports to Financial Vice President of Gamma Phi Beta as well as the Affiliated House Corporation Treasurer. Also coordinates with the building manager, Vancouver Alumnae Panhellenic Association, Dorset Realty, Panhellenic Society.

GAMMA PHI BETA SORORITY | UBC SORORITIES | JANUARY 2015 - DECEMBER 2016

- Member of the Gamma Phi Beta sorority, Alpha Lambda Chapter in UBC. We strive for confident and successful women with an unwaiverable support system through our four core values: love, labour, learning and loyalty. Our main charity is the Girl Guides of Canada, in which we host many charity events to raise money and awareness.

BUDGET COMMITTEE | ALMA MATER SOCIETY, UBC | MAY 2016- JUNE 2016

- Serving as member-at-large representing the general UBC student population overseeing the AMS budget of over \$12 million and directing these resources in a way that best helps students and is consistent with the goals of the AMS as well as ensuring AMS services and resources and events are adequately and appropriately funded at all times.

LEGISLATIVE PROCEDURES COMMITTEE | ALMA MATER SOCIETY, UBC | MAY 2016 - JUNE 2016

- Serving as member-at-large representing the general UBC student population overseeing ensuring the rules and Code of the AMS relevant and useful. The do this by periodically reviewing the Code and making recommending changes to the Council, its committees, the commissions, and the AMS as a society.

MOONBALL COMMITTEE CO-CHAIR | GAMMA PHI BETA SORORITY | FEBRUARY 2016 - MARCH 2016

- Oversee finances, contribute ideas, obtain sponsors and execute the first annual Moonball kickball philanthropy tournament raising over \$1,600 for Girls on the Run and Girl Guides of Canada. Acted as cash controller for all cash floats while simultaneously running registration and information booth.

FLOOR REPRESENTATIVE | TOTEM PARK RESIDENCE ASSOCIATION | SEPTEMBER - APRIL 2015

CAPTAIN, TOTEM PARK FLAG FOOTBALL | UNIVERSITY OF BRITISH COLUMBIA | JANUARY - MARCH 2015

VARSITY GIRLS TOUCH FOOTBALL CAPTAIN | COLONEL BY SECONDARY SCHOOL | FEBRUARY - MAY 2014

TEAM MANAGER, SR. BOYS BASKETBALL | COLONEL BY SECONDARY SCHOOL | OCTOBER 2013 - FEBRUARY 2014

AUDIOVISUAL COORDINATOR | COLONEL BY SS BLACK HISTORY MONTH SHOW | JANUARY - FEBRUARY 2014

NCAA SR. GIRLS BASKETBALL | COLONEL BY SECONDARY SCHOOL | OCTOBER - DECEMBER 2013

UNESCO GLOBAL DIGNITY DAY REPRESENTATIVE | COLONEL BY SECONDARY SCHOOL | OCTOBER 2013

MUNICIPAL AND PROVINCIAL COMPETITOR | GCGC GYMNASTICS | JUNE 2005 - SEPTEMBER 2013

Volunteer Experience

GENERAL VOLUNTEER | DOWNTOWN EAST SIDE WOMEN'S CENTRE | JANUARY 2017 - PRESENT

- Volunteers for the Centre are responsible for promoting the principles of peer support when supporting women to secure practical needs and including management of the DEWC Clothing Room, mail-outs, food preparation, organizing donations, and helping with special events.

MEMBER-AT-LARGE | DIFD OTTAWA | DECEMBER 2010 - PRESENT

- Promotion and raising awareness for mental health, specifically suicide. Specific duties include selling promotional material at NHL games, speaking engagements and videography during grassroots movements.

SUPPORT STAFF | HOPE VOLLEYBALL SUMMERFEST | JULY 2012; JULY 2013; JULY 2017

STATION ASSISTANT | IBD YOUTH GUT TOGETHER | MAY 2016

PANEL SPEAKER, LET'S TALK ABOUT MENTAL HEALTH | TOTEM PARK RESIDENCE | FEBRUARY 2015

SUPPORT STAFF | SNOWFLAKE BALL | FEBRUARY 2011; 2012; 2013

DÉBUTANTE | VIENNESE OPERA BALL | NOVEMBER 2013 - FEBRUARY 2014

TRANSLATION SERVICES | CHEO | JUNE - AUGUST 2013

MODEL | PROJECT PROM BY SHEPHARDS FASHION | FEBRUARY 2013

Honours, Awards and Certifications

- **"Most Improved Financial Management"**; Gamma Phi Beta International. Honourable mention recipient of 181 collegiate chapters for overall improvement financial management, led by the Financial Vice President for the 2015/16 fiscal year's work at the 2016 International Convention Awards Dinner in Atlanta, Georgia. Awarded to a chapter proving outstanding improvements in timeliness and accuracy of all financial reports and payment of fees, stability, resilience, transparency, financial programming, reporting and excellence in budgeting. Awarded April 2016.
- **"Emerging Leader" Scholarship**; Order of Omega UBC. Awarded to one fraternity man and one sorority woman for junior Greek members who have taken strong initiative in their first few years at UBC, getting involved and showing strong leadership potential. These are members that are either already showing strong influence within their chapters, or within the community. Awarded March 31, 2016.
- **"Wondergirl of the Year"**; Gamma Phi Beta Alpha Lambda Chapter. Awarded to a sister who has shone throughout the year as a whole and continually goes above and beyond what is expected of her. This recipient truly encompasses what it means to be a Gamma Phi. Awarded April, 2016.
- **"Best Officer"**; Gamma Phi Beta Alpha Lambda Chapter. Awarded to a sister who has gone that little bit extra beyond her expected duties. This is someone who has brought a new dimension to her position, and demonstrates dedication and a positive attitude towards demanding positions within the chapter. Awarded at Gamma Phi Beta formal reception April 2, 2016.

- **“Most Outstanding Proctor”**; Gamma Phi Beta Alpha Lambda Chapter. Awarded to a sister for supervising studies, awarded for punctuality, consistency and ability to keep members focused on schoolwork only during silent study times. Awarded March 4, 2016.
- **“Floor Representative of the Year”**; Totem Park Residence Association. Awarded April 2015.
- **CPR A** (British Columbia) for Police, Fire, First Responders, Workplace First Aid Teams, Lifeguards. Ability to perform CPR on adults, children, infants and use an automated external defibrillator (AED). Awarded April 2015, expires April 2018.
- **Smart Serve** (Ontario) Smart Serve Responsible Alcohol Beverage Service Training Program is approved by the Alcohol and Gaming Commission of Ontario (AGCO) as a server training program for the Ontario hospitality industry. Awarded October 2015.
- **UBC Residence Hall Association** “Floor Representative of the Year” for outstanding commitment and leadership throughout the year within the Nootka House Council. Received March 21, 2015.
- **National Collegiate Athletic Association (NCAA)** 1st Place Gold Championship for Sr. Girls Basketball. Awarded February 2014.
- **Will Phee Film Festival** “Film of the Year” for “Jumper”. Awarded March 2012.

References upon request.