

Sarah Griffie



**Clerical - Office Administration - Information & Records
Management - Document Digitization - Customer Service - Web Development - E-Commerce**

I'm a graduate student pursuing a Master's in Archival Studies and Information Science, with over a decade of experience in office administration and customer service. My career spans various sectors, including government and public industries, where I've consistently been recognized for my attention to detail and quality control expertise. Currently, my coursework involves coding in XML, HTML, CSS, SQL, and Python. I'm seeking opportunities to apply my skills in nonprofits, historical societies, museums, libraries, or archives, focusing on history and data analysis.

Contact

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(360) 463-9248

5arah.org/pro

Education



2023-Current
Masters of Library &
Information Science. in progress
Simmons University, Boston



2020-2023
Bachelor of Arts in American
History, *cum laude*
Southern NH University, Manchester

Skills

Office management, legal document preparation, filing, metadata, and cataloging; Digitization, transcription, technical writing, and FOIA request handling; **Customer support** across all platforms, with strong de-escalation techniques; **Web development** (HTML, CSS, PHP) and database management; Analytical thinking, creative **problem-solving, and attention to detail**; Task management, meeting deadlines, and strategic planning; Effective communication, public speaking, and teamwork; **Proficient in** Microsoft Office, Google Workspace, WordPress, Adobe Suite, and databases; Thrives under pressure, highly organized, and goal-oriented

Employment History

Office Coordinator / Legal Assistant - North Star Law Group, Tumwater, WA - 2024
Archives Intern - Washington State Archives - Olympia, WA - 2023
Customer Service Administrator - Physicians of SW WA, Olympia, WA - 2022 - 2023
Packaging Specialist & Lead - Zen Asset Management - Lacey, WA - 2016 - 2021
Customer Service Representative - Xerox Corp. - Lacey, WA - 2015 - 2016
Customer Service Representative - First Call Resolution - Grants Pass, OR - 2012-2014
E-Commerce Specialist - Harry & David - Medford, OR - 2011 - 2014