**Sarah D. Koci**

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| **EDUCATION**  **WORK EXPERIENCE** |  | Masters of Social Work Bachelor of Science in Social Science with an emphasis in Social Work  Wichita State University, Wichita, KS Minor and Certificate in Non-Profit Leadership Studies  Graduation Pending- Class of May 2013 Kansas State University, Manhattan, KS – Class of May 2011  4.0 Cumulative GPA 3.8 Cumulative GPA, Graduated Cum Laude  **Mental Health Association**, Child Attendant Care, 555 N Woodlawn St., Wichita, KS 67208 December 2011 – Present  The Mental Health Association works to empower and assist youth, families and adults in our community to achieve optimal mental health and wellness through education, advocacy, and service.  • Work with mentally ill children towards the goal of becoming more self-sufficient in daily living skills through exercises in the home, school and community.  • Help provide assistance with symptom management and other activities that promote recovery.  **Communities in Schools (practicum)**, 412 S. Main St., Wichita, KS 67202 August 2011 – Present  Communities In Schools is the nation’s largest dropout prevention organization.  The mission of Communities In Schools is to champion the connection of needed community resources with schools to help young people successfully learn, stay in school and prepare for life.  • Provide mentoring in the form of groups, tutoring, and one on one interaction for children to help them with educational difficulties as well as social, behavioral, and emotional problems.  • Help provide the basic needs for children when their needs are not being met at home. Big Brothers Big Sisters (internship), 519 Pierre Manhattan, KS  66502 January2011- May 2011 Big Brothers Big Sisters of Riley County is a non-profit organization that helps boys and girls, most of whom are considered at risk and live in single-parent homes, achieve their full potential through long-term personal relationships with carefully screened and caring volunteers.  • Organized, publicized and played an integral role in running our yearly fundraiser Bowl For Kid’s Sake.  • Conducted numerous interviews with potential volunteers and ran background checks.  • Increased awareness of the organization and its needs through effective networking and presentations to potential donors and volunteers.  • Maintained databases in order to track donations and in-kind gifts.  • Ran the Bigs In Schools program in St. Mary’s by meeting with the children and volunteers to evaluate how the matches were going.  **K-State New Student Services Campus Visits**, Anderson Hall, Manhattan KS 66506 August 2007 – May 2009  • Recruited new students to Kansas State University by representing the university through campus tours to prospective freshmen and transfer students and coordinating visits for prospective students.  **Country Child Care**, 404 W Irma Maize, KS 67101 May 2004 – January 2008  • Provided child care for ten to twelve kindergarteners during the week.  • Planned educational lessons and daily activities. |
| **VOLUNTEER AND LEADERSHIP EXPERIENCE**  **SUMMARY** |  | Non-Profit Leadership Alliance Conference in Orlando Florida (January 2011)  • Learned how to effectively manage and lead a non-profit service organization.  Mortar Board Senior Honor Society (April 2009- May 2011)  • Helped raise awareness about illiteracy.  • Helped raise over $5,000 for First Book to distribute books to underprivileged schools in the area.  • Played a role in organizing and running Kansas Academic Decathlon.  • Helped organize a reading event for children in the Manhattan community.  Chimes Junior Honorary (March 2008-April 2009)  • Organized all social events.  • Participated in Cats For Cans, Bramlage clean up, and several other community service projects in the Manhattan, KS area.  Kappa Delta Sorority (August 2006- May 2010)  • Held the position of Philanthropy Chair.  • Planned the philanthropy Elementary Olympics for members of the K-State community to participate in and raised over $2,000 for Big Brothers Big Sisters. • Participated in other Greek philanthropies.  • Played an integral role in organizing a golf tournament that raised money for Manhattan’s Women’s Crisis Center and Prevent Child Abuse America.  • Hosted a spa party and sleep over for members of the Manhattan Girl Scouts.  Women’s Crisis Center (December 2007-April 2008)  • Socialized with the residents of the Center so that they felt comfortable being there.  Big Brothers Big Sisters (December 2006-January 2011)  • Mentored a young girl for four years who had no positive female role models in her life.  • Planned weekly fun and educational activities.  Douglass Tutoring Center (August 2008- May 2009)  • Helped tutor underprivileged children in an after school program.  \* Confident and professional, works easily in a team or individually, excellent leadership skills, very energetic, works well with people, proficiency in Microsoft programs. |
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