

**Sarah Hayes**  
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## **Experience**

### *HDR Engineering – Springfield, Missouri*

Administrative Staff – September 2012 through August 2013  
Specification Coordinator for Missouri and Kansas Water/Wastewater Engineers  
Edited Master Specifications and assured company compliance  
Retained legal documents necessary for specifications to meet city and state guidelines  
In charge of large multiple projects at once  
Met quick deadlines without sacrificing excellence  
Regulated and tracked specs and plans purchased by multiple contractors and plan rooms  
Synchronized output of addendums to each client, contractor and plan room project specific  
Expedited memos, proposals or other contracts to government officials  
Occupied slow work hours by taking on the management of the office  
Purchased and stocked office supplies  
Wide-ranged clerical work including transcription, data entry and other writing  
Scheduled and serviced management and engineers needs  
Member of the Pathfinder Committee which recognized excellence in the workplace

### *BKD, LLP – Springfield, Missouri*

Administrative Staff – February 2004 through March 2008  
Emended audits, compilations, reviews and other material  
Formatted and designed documents for client delivery  
Proofed all material for client delivery  
Executed and finished work in a timely manner upon my discretion  
Assured that documents were in compliance with company standards  
Worked with others to obtain clear, concise, quality documents  
Met with management to fulfill their needs

## **Education**

Missouri State University – Springfield, Missouri  
Bachelor of Science in Professional Writing, May 2003  
Minor in Religious Studies  
Overall GPA 3.50

## **Significant Courses**

### *Scientific Editing*

Evaluated literature and then formatted and emended documents  
Composed in house Style Guides  
Utilized The Chicago Manual of Style for editing materials  
Developed editing techniques and editing symbols  
Simulated a Master thesis

### *Technical Writing*

Gained an understanding of correct grammar, punctuation and sentence structure  
Created a technical business manual of operations and policies for the Big and Tall Mans' Shop  
Composed an electronic portfolio of my work  
Maintained and designed numerous websites  
Created eHelp programs for various projects

### **Software Skills**

Windows  
Microsoft Office applications  
Microsoft FrontPage  
Quark Express  
Adobe Acrobat  
Adobe PhotoShop  
eHelp RoboHelp  
Adobe PageMaker

### **Honors**

Presidents' List of Students of Distinguished Academic Excellence - Spring 2001 through Spring 2003

Deans' List of Students of Distinguished Academic Excellence- Fall 2000 through Spring 2003

#### *Achievements*

Academic Transfer Scholarship - Fall 2001 - Spring 2003

Sunrise Rotary Club Scholarship - Spring 2001

St. John's Hospice Volunteer Bereavement Counselor - Spring 2002 - Fall 2004