

SARAH MARIE BROCK

David Augsburger said that, “[b]eing heard is so close to being loved that for the average person, they are almost indistinguishable.” At the heart of my leadership philosophy are my core values of empathy and learning. As a servant-leader-in-training, I aspire to be a life-long seeker and to encourage the same in others. I believe that everyone’s story has value and that actively inviting and listening to the voices of others is the first step in creating a better future. Stories go far beyond what we say and how we say it— they include our actions as well as our chosen and created environments. As leaders our responsibility is to share our stories, to hold space for the stories of others, and to hold ourselves and our organizations accountable for ensuring consistency between their stated and lived stories.

EDUCATION

2021–Current **Gonzaga University** **Spokane, WA**

- M.A., Organizational Leadership – Expected Graduation 2023
- Concentration: Servant Leadership
- Key Coursework: Servant-Leadership, Leadership & Community, Foresight & Strategy, Leadership & Storytelling, Renaissance Leadership (Summer 2023)
- GPA 3.98

2004–2005 **University of Massachusetts – Lowell** **Lowell, MA**

- Professional Development, Educational Administration
- Key Coursework: Organization of Schools and School Systems, School Law, School Finance, Diversity Issues in Schools
- GPA 4.00

2000–2001 **Emerson College** **Boston, MA**

- M.A., Speech Communication
- Graduated Magna Cum Laude, GPA 3.89
- Key Coursework: Leadership, Negotiation, Organizational Communication, Applied Research Methods
- Thesis: *Valued Leadership Traits in Male and Female Leaders*

1994–2000 **University of Wisconsin** **Stevens Point, WI**

- B.A., English and Communication
- Emphases: Public Relations and Writing
- Graduated Cum Laude, GPA 3.68
- Multiple publications in *Barney Street*, the University Literary Magazine

EXPERIENCE

2023–Present **KFischer Consulting** **Wausau, WI**

Intern

- Interview Staff and Board Members of area non-profits
- Conduct SWOT analyses
- Assist with creation and updating of bylaws, handbooks, policies and procedures
- Assist with creation and implementation of strategic and succession plans

2013–Present **Vino Latte** **Wausau, WI***Restaurant & Store Manager*

- Hire, supervise and train staff
- Develop and maintain relationships with customers, vendors, and community members
- Administrative tasks including payroll, taxes, and staff scheduling
- Inventory maintenance of all product including food and wine
- Develop and share knowledge of wine and coffee with staff and customers
- Ongoing creation and evaluation of all policies, procedures, and menus
- Organization and coordination of monthly wine club and weekly wine sampling
- All tasks included in Barista position (inc. customer service, food preparation and cleaning)

2014–2017 **YWCA** **Wausau, WI***Board Member (Volunteer)*

- Hired and evaluated Executive Director
- Oversaw operating funds and capital assets
- Ensured policies and procedures reflected mission and core values of the YWCA-USA organization
- Participated in Board development and significant organizational restructuring
- Assisted in fundraising activities and events

2012–2013 **Merrill Sheet Metal Works, Inc.** **Merrill, WI***Business & Office Manager*

- Work with management and outside advertising agency to develop and implement \$50,000 multimedia advertising and social media campaign
- Assist in redesign and maintenance of business website and physical showroom
- Assist in creation of business plan to reflect the addition of new Hearth Department
- Coordinate commercial insurance bid and purchase process
- Payroll, accounts payable and receivable, staff scheduling, and customer service

2007–2012 **Early College of Arvada** **Arvada, CO***Co-Founder & Director*

- Create and implement student recruitment program targeted to students who fit our specific niche
- Write and submit grant applications earning nearly \$800,000
- Research, create, and implement policies and procedures including Charter Application, Student-Parent Handbook, Board Handbook, and Employee Handbook
- Hire, train, supervise, and evaluate staff of 20 teachers, counselors, and support staff
- Develop, monitor, and maintain annual budget of \$1.5 million+
- Prepare and present financial reports and projections to the Board, advising on budget and financial management
- Partner with Board of Directors, Parent Advisory Committee, and School Advisory Committee to develop and implement annual strategic plan
- Ensure communication disseminated to community and stakeholders is filtered through the mission and vision
- Coordinate commercial and medical insurance bid and purchase process
- Develop and sustain community partnerships with colleges, vendors, and local non-profits
- Represented the School in National, State and Local Professional Organizations
- Research and develop a college preparatory curriculum that is evaluated and revised annually

2005–2007**Sylvan Learning Center****Hampstead, NH***Center Director*

- Hire, train, schedule, and supervise staff of 12-20 teachers and administrative personnel
- Develop and monitor annual budget of \$350,000+
- Develop, write, and implement business and HR related policies and procedures
- Conduct meetings with parents and school personnel to encourage teamwork as well as to provide best possible educational experience for each student
- Evaluate, update, and implement K-12 curricula in reading, mathematics, writing, SAT prep and study skills

2002–2005**Lowell Middlesex Academy Charter School****Lowell, MA***Teacher/ Advisor & Department Head*

- Developed, implemented and assessed curriculum based on state and national standards
- Presented at regional and national conferences regarding supporting at-risk students.
- Assisted in revision of school Charter Application and Accountability Plan
- Certified in English and Biology, grades 7-12

2000-2002**Emerson College****Boston, MA***Adjunct Communication Professor*

- Taught multiple sections of undergraduate communication courses
- Curriculum planning, assessment, assignment, and exam creation
- Presented papers at regional and national conferences

REFERENCES

- Dr. Michael Carey Chairperson & Associate Professor, Gonzaga University
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- Kelly Fischer Founder & Director, KFischer Consulting
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