



SARAH PAPSON PHL BUSINESS UNIT ADMIN

CREDENTIALS

- ♦ *B.S., Digital Communications – Information Technology, Lebanon Valley College, 2022*
- ♦ *Minor, Business Administrations*

PROFESSIONAL EXPERIENCE

- ♦ **May 2022-Present:** *ALL4 LLC, Kimberton, PA – PHL Business Unit Administrator*

TECHNICAL EXPERTISE

- ✓ *Adobe Suites*
- ✓ *Data Visualization*
- ✓ *Power BI*
- ✓ *Project Management*
- ✓ *Microsoft Office*

PROFESSIONAL OVERVIEW

Miss Sarah Papson has a background in digital communications and business administrations from Lebanon Valley College. Projects included work from the Adobe Suites as well as Microsoft Office applications. At ALL4, Miss Papson has used her experience in these programs to create data visualizations and brainstorming boards for clients utilizing Mural, Power BI, and Microsoft Excel. Using these programs, the clients and the team were able to strategize a solution and next steps with the information provided. Miss Papson also assists project teams with formatting Microsoft applications to the ALL4 standard. These projects include Word and PowerPoint formatting, as well as Excel calculations. Miss Papson also provides project managers with support related to tracking proposals, purchase orders, and budgets.

Miss Papson also handles PHL building management, where she works with the ALL4 executive team to highlight key areas of building maintenance needs and fit that into the annual budget. In addition, she supports overhead departments, that include Human Resources, Information Technology, and Marketing. This support includes scheduling meetings, office events and lunches, communicating department needs, and more. Sarah Papson also supports ALL4 and our clients by managing incoming certificates of insurance and getting the company's updated certificates of insurance to our clients.