

SARA CAMPS

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EDUCATION

University of Florida, Warrington College of Business
Bachelor of Science in Business Administration, Mass Communications

May 2029
Gainesville, FL

WORK EXPERIENCE

Business USA Solutions

June 2025 - Present

Executive Assistant

Miami, FL

A strategic consultancy supporting foreign companies entering and expanding in the U.S. market.

- Managed high-volume executive and client communications by handling 50+ calls and 100+ emails, ensuring timely, professional responses that strengthen international client relationships and supported U.S. market entry efforts.
- Worked directly with CEO to coordinate follow-ups, meeting notes, and tracked ongoing client matters, improving communication flow and day-to-day operational efficiency for clients.
- Created and monitor social media content across platforms, increasing audience engagement through consistent posting.

Sara's Tutoring

August 2023 - Present

Founder & Private Tutor

Miami, FL

A private tutoring business providing personalized academic support to elementary and middle school students.

- Tutored 10+ middle school to college level students specializing in math ranging from geometry to calculus through procured practice problems both virtually and in-person tailored to specific client needs.
- Communicated regularly with parents, providing updates on students' progress, areas of improvement, and recommendations for continued growth to identify areas of growth and implement targeted interventions.

The WellBiz

August 2024 - May 2025

Assistant to the CEO

Miami, FL

A neuroscience-based health and wellness business supporting mental health services through corporate retreat programs.

- Worked directly with the CEO to prepare and update reports, schedules, and marketing materials, ensuring that all communications were accurate and delivered to support strategic planning and decision-making for clients.
- Coordinated 5+ on site events by managing vendor logistics, client communication, scheduling, and day of operations to deliver seamless wellness and retreat experiences resulting in an increase in positive client feedback.
- Led marketing strategy for internal retreat promotion by aligning video production and graphic design deliverables across 5+ campaigns, increasing employee engagement and registrations by approximately 30%.

LEADERSHIP & INVOLVEMENT

Alachua County Animal Services

September 2025 - Present

FURR - Passion Project Initiative

Gainesville, FL

A project aimed at increasing shelter visibility and promoting adoption and volunteer engagement through social media.

- Established and managed a social media presence to highlight adoptable pets and promote volunteer opportunities, building consistent community engagement and awareness by posting 5+ Tik Tok videos a week.
- Guided a team of 20+ volunteers in creating engaging content, coordinating daily tasks and ensuring high-quality posts that effectively showcase the shelter's animals and initiatives fostering creativity and collaboration.
- Volunteer 10+ hours weekly assisting with shelter operations while creating social media content that raises awareness for adoptable animals and encourages community engagement.

UF Summer Media Institute

Summer 2024

Participant - Communicating for the Greater Good

Gainesville, FL

An intensive program focused on communication strategy, collaboration, and social impact within the local community.

- Collaborated in a team of four with University of Florida faculty partner to analyze Gainesville food waste data and design a reduction strategy incorporating diversion, donation, and education initiatives.
- Researched and presented a recommendation outreach campaign focused on food waste awareness to key stakeholders, communicating implementation steps and anticipated community impact to support adoption in the Gainesville community.

ADDITIONAL INFORMATION

Awards: Duke of Edinburgh Award, Warrington Welcome Ethics Case Competition - 1st Place Winner, Florida Bright Future's

Language: Spanish (Native Speaker), English (Native Speaker)

Technical Skills: Microsoft365, Google Workspace, Canva, Salesforce

Interests: Yoga, Spanish Cuisine, Sitcom Shows, Pickleball, DIY Projects