

Sara Miller

samegmil@gmail.com | 561-768-3707 | www.linkedin.com/in/sara-miller-09 | Winter Park, FL 32789

SUSTAINABILITY PROFESSIONAL PROGRAM DEVELOPMENT | PROJECT MANAGER | PUBLIC OUTREACH & EDUCATION

Passionate sustainability professional with 9 years of expertise in program development, project management, public outreach and education. Instrumental in implementing programs by using strategic planning and optimizing productivity, efficiency, and service quality across various environments. A leader with strong communication skills who thoroughly enjoys connecting with people and working with cross-functional teams to ensure operational and service excellence.

- Fundraising
- Event Planning
- Interpersonal Skills
- Verbal & Written Skills
- Public Speaking
- Project Management
- Budget Analysis
- Integrated Pest Management
- Outreach & Education
- Permitting & Inspections
- Waste & Recycling Audits
- Volunteer Outreach
- Program Development
- Curriculum Development
- Customer Service

PROFESSIONAL EXPERIENCE

CITY OF WINTER PARK, Winter Park, FL

February 2022 - Present

Sustainability Program Manager

- Assists in coordinating activities related to sustainability, environmental restorations, clean up events, community involvement, and permitting for the City's Natural Resources and Sustainability Department.
- Facilitates the Keep Winter Park Beautiful & Sustainable Board to develop, promote, coordinate, and implement a variety of beautification activities and awards, fundraisers, volunteer opportunities, environmental restorations, and clean-up events.
- Explore & write grant and award applications for KWPB and City consistent with Local State, and Federal laws. Maintain grant documentation.
- Manage energy and water conservation programs associated with Sustainability Action Plan
- Develop and manage sustainability programs related to commercial and residential solid waste and recycling consumption.
- Work with neighborhood relations and special events to further city's sustainability initiatives
- Oversees Sustainability Specialist and Interns

ORANGE COUNTY PUBLIC SCHOOLS, Orlando, FL

December 2020 - February 2022

Administrator, Energy Advisor

- Oversee HVAC scheduling using Facilitron in addition to operating 4 different building automated systems (BAS) – Alerton, Trane, StruxureWare, & MC2
- Works collaboratively with 70 schools and departments to increase and develop participation in conservation programs and initiatives
- Compiles, reviews, and analyzes utility data, which includes, but is not limited to, energy, water, propane, and generator fueling.
- Conducts audits of district facilities based upon data analysis.
- Regularly disseminates utility consumption reports, conservation methods, and results to administrators using an energy software program called ECAP.
- Assesses cost effectiveness, technical feasibility and means of achieving acceptance of new programs and initiatives; works collaboratively with stakeholders to implement such programs and projects when appropriate.
- Responds to internal and external customers in a timely, accurate, courteous and empathic manner representing OCPS in a positive light.

FLEET FARMING, Orlando, FL

August 2018 – August 2020

Education Manager

- Implemented and developed the Fleet Farming Education Department, acted as a lead educator, and composed curriculum currently used for K-12 Orange County Public Community School Partners: Academic Center for Excellence, Jones, and Evans High School.
- Successfully lead classes every week at schools with class sizes up to 30 students in grades K-12. In addition, empowered teachers and staff at each school to take ownership of gardens installed and taught them how to grow their own food.
- Supervised 3-5 volunteers and interns every semester as well as provide training and continued growth opportunities for them to succeed.
- Organized and planned educational workshops monthly
- Assisted in grant writing and fundraising opportunities for the Education Department including marketing (social media) and sponsorship recruitment.
- Maintained and planned raised bed crop planning for each school garden

U.S. CHAMBER OF COMMERCE FOUNDATION, Orlando, FL

December 2018 – 2019

Beyond 34 Recycling Fellow

- Coordinated with Orlando region stakeholders to set up small group meetings focused on specific projects and larger group meetings to give projects updates, determine next steps, and further organize stakeholders
- Connected local stakeholders with each other and with entities outside the Orlando region to collaborate on ways to advance the Orlando region's recycling system

- Drafted communications to keep local stakeholders up-to-date on recycling efforts in the region and to provide follow-ups and recaps from Beyond 34 meetings
- Assisted with Beyond 34 funded and non-funded implementation projects as appropriate
- Facilitated and provided event support for Beyond 34 Meetings in the Orlando region

EXPLORIA STADIUM, Orlando, FL

June 2018 – December 2018

Recycling Coordinator

- Implemented recycling policies and procedures for Exploria Stadium's recycling program
- Provided recycling education to Exploria Stadium employees as well as trained vendors on how to collect and dispose of recycling throughout the stadium
- Performed waste audit mid and after season
- Entered waste & recycling utility data into Energy Star Portfolio Manager
- Coordinated the recovery and disposition of stadium's recycling stream
- Compiled inventory of plastic usage throughout the stadium and worked with vendors to decrease plastic usage when possible and switching to more eco friendly options: performed audit mid and after season of waste stream.
- Implemented a volunteer recycling and education program

CITY OF WINTER SPRINGS, Winter Springs, FL

October 2014 – March 2018

Urban Beautification Coordinator

- Oversee and issue Arbor Permits for tree removals for both residential and commercial sites: meet with residents, contractors, landscape architects, and other professionals regarding removal and replacement of trees in accordance with the provisions of City Arbor Ordinance.
- Oversee city landscape maintenance contracts and budgets: coordinate with landscapers on quality of work, request proposals for additional work, and monitor work.
- Manage annual landscape contract budgets
- Assist in supervising Urban Beautification Maintenance Worker
- Perform irrigation, landscape, and arbor inspections for both residential and commercial properties
- Assist in streetlight inventory of city-wide streetlights, report outages to Duke Energy and follow up with completion of repairs, as well as collect and submit requests for streetlight reimbursement for eligible HOAs within Winter Springs.
- Facilitate Tuscawilla Lighting and Beautification District meetings as well as Oak Forest Board meetings
- Collect arbor data and submit to participate annually in Tree City USA
- Organize annual Arbor Day Event

EDUCATION AND CREDENTIALS

Florida Gulf Coast University, Fort Myers, FL
Bachelor of Arts Degree in Environmental Studies

Graduated May 2014

CLEO Institute, Miami, FL
Climate & Food Justice Certification

Completed July 2020
No Expiration

Landscape Inspector Association of Florida
Landscape Inspector

Completed August 2016
Expired November 2019

National Association of Interpretation
NAI Interpretive Guide

Completed May 2014
Expired May 2018

Project WILD
Project WILD Certified Educator

Completed May 2013
No Expiration