Sarah Isabel Sheldon

(480) 306-9879 • sarahsheldon101@gmail.com

EDUCATION

Nova Southeastern University — Fort Lauderdale, FL
Master of Business Administration (MBA), H. Wayne Huizenga College of Business — *Incoming Fall 2026*

Nova Southeastern University — Fort Lauderdale, FL
Bachelor of Science, Business Administration – Management, Cum Laude — *May 2026*

Sequoia Pathway Academy — Valedictorian
High School Diploma, GPA 4.7 — *2023*

EXPERIENCE

Aspire Volleyball Club
Assistant Coach, Boys' 15U — *May 2026 – Aug 2026*

- Coached a 17-player boys' 15U volleyball team, running defensive drills and building individual skill development plans
- Managed game-day scheduling and logistics, and served as primary point of contact for parents throughout the season
- Directed on-court communication and player positioning during matches, driving noticeable skill improvement across the roster by season's end

Breezy Med
Marketing & Sales Associate — *Sep 2025 – Jan 2026*

- Produced clinically focused marketing content — blog posts, video, and product photography — for an automated aerosolized hydrogen peroxide disinfecting system
- Managed digital and social media content to build brand visibility and engagement across Instagram, TikTok, Facebook, and LinkedIn
- Supported lead generation and customer outreach efforts in coordination with the sales team

Nightmare Village, Xtreme Action Park
Scare Actor — *Sep 2025 – Nov 2025*

- Delivered high-energy, in-character guest engagement in a fast-paced live entertainment environment
- Maintained strict safety and atmosphere standards while adapting performance to guest reactions in real time

Immigration Law Offices of Robert Sheldon
Intern / Law Clerk — *Jun 2025 – Aug 2025*

- Managed documentation across 7 client case files for EB-1 and EB-2 visa petitions, filing 30+ FOIA requests to CBP, FBI, and EOIR
- Drafted 20+ Criminal History Charts and Memorandums of Law for active client cases
- Reorganized the office's case file system alphabetically and created an intern onboarding guide to streamline training for future hires

HONORS & ACTIVITIES

Dean's List, Nova Southeastern University — maintained from Fall 2023 through Spring 2026
Huizenga Business Innovation Academy Scholarship, Nova Southeastern University — Spring 2023
The National Society of High Scholars — Fall 2023
Treasurer, Equine Club, Nova Southeastern University — Spring 2024 – Spring 2026
Athlete of the Year, Equine Club, Nova Southeastern University Club Sports — 2025–2026

SKILLS & INTERESTS

Skills: Verbal & Written Communication • Problem Solving • Interpersonal Skills • Excel • Research • AI Tools • Sales • Marketing • Digital Media • Presentation Skills
Interests: Performing arts and equestrian sports