

# Sarah Spring

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## PROFESSIONAL SUMMARY

Strategic and results-driven Program Manager with 15+ years of nonprofit leadership experience across food security, community services, and arts education. Proven ability to lead program growth, ensure Federal and State compliance, strengthen community partnerships, and improve operational efficiency in fast-paced environments. Recognized for sound judgment, strong communication, and the ability to translate mission-driven goals into measurable community impact.

## CORE COMPETENCIES

- Food Bank Operations & Program Management
- USDA, CDSS & Feeding America Compliance
- Community Partnerships & Stakeholder Engagement
- Program Supervision, Planning & Implementation
- Warehouse Operations & Inventory Control
- Retail Rescue & Food Recovery Programs
- Volunteer & Staff Training and Supervision
- Data Tracking, Reporting & Metrics Analysis
- Public Speaking & Community Outreach
- Health, Safety & Regulatory Standards

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## PROFESSIONAL EXPERIENCE

### Food Bank Manager III

**ATCAA Food Bank – Amador-Tuolumne Community Action Agency | Sonora, CA**

**March 2025 – Present**

- Direct day-to-day food bank operations, supervising staff, volunteers, and warehouse activities in alignment with ATCAA personnel policies and food bank safety standards.
- Increased USDA, CDSS, and Feeding America regulatory compliance by 70% by implementing standardized procedures, corrective action protocols, and partner agency training.
- Identified, reported, and corrected health and safety deficiencies, ensuring a safe, compliant, and welcoming environment for staff, volunteers, and community members.
- Digitized and modernized legacy tracking and reporting systems, improving data accuracy, audit readiness, and partner reporting efficiency.
- Planned, launched, and managed two new community distribution sites, expanding geographic access and service capacity for underserved populations.
- Developed and implemented a Feeding America-aligned Retail Rescue Program, strengthening retail partnerships, increasing fresh food recovery, and reducing food waste.
- Revitalized the Food for Kids supplemental nutrition program, coordinating weekly distributions for 24 schools and improving consistency and service reliability.
- Trained and supported partner food pantries and agencies on client intake software, food safety, inventory standards, and compliance requirements.
- Coordinated warehouse logistics including inventory movement, load planning, delivery scheduling, fleet readiness, and emergency response coverage.
- Prepared and submitted accurate state and federal reports, including monthly poundage calculations, compliance documentation, and required metrics.
- Provided public-facing customer service and community outreach, representing the food bank at partner meetings, trainings, and events.

Specialized Skills: Food Bank Operations Management, USDA/CDSS/Feeding America Compliance, Warehouse Logistics & Inventory Control, Distribution Planning, Retail Rescue Program Development, Client Intake & Partner Agency Software Training, Data Reporting, Metrics Tracking & Record Keeping, Partner Agency Relations & Volunteer Coordination

### **Graphic Artist / Illustrator**

**Ursa Ink | California (Remote/Hybrid)**

**2020 – Present**

- Produced 200+ custom illustrations for clients, translating concepts into clear visual narratives aligned with brand goals.
- Managed e-commerce operations including product listings, order fulfillment, customer communication, and inventory tracking.
- Designed UI assets for mobile applications, improving user experience and engagement.
- Developed and delivered a subscription-based digital art service serving 1,000+ global subscribers.

Specialized Skills: Adobe Creative Suite (Photoshop, Illustrator, InDesign), Figma, Digital Painting, WordPress, Data Entry, E-Commerce Operations, UI/UX Design, Project Coordination

### **Program Director & Teaching Artist**

**Tuolumne County Arts | Sonora, CA**

**2006 – 2025**

- Led planning, implementation, and evaluation of countywide arts education and community engagement programs.
- Designed and delivered 500+ instructional art lessons, integrating Social Emotional Learning (SEL) and STEAM-based curriculum for diverse student populations.
- Expanded program participation by 40% through strategic partnerships with public schools, artists, and community organizations.
- Revitalized the Arts Reach to Schools initiative by strengthening stakeholder relationships and securing continued funding.
- Planned and executed community art exhibitions and events, increasing public attendance by 35% through targeted outreach and promotion.
- Managed artist recruitment, lesson planning, scheduling, data tracking, and reporting requirements.

Specialized Skills: Lesson Planning, Art Direction, Event Promotion, Stakeholder Communication, Project Management, Community Outreach, Data Entry & Record Keeping

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## **EDUCATION**

### **Academy of Art University San Francisco — Associate of Arts Illustration, 2023**

- Specialized in illustrative and environmental painting for gaming and digital media.
- 2022 Juried Exhibition, Spring Art Show. Academy of Art University, San Francisco

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## **CERTIFICATIONS**

- ServSafe Food Handler — ServeSafe — January 2026
- Forklift Certified — OSHA Safety Training Institute — June 2025
- ASIST Applied Suicide Intervention Skills Training — LivingWorks — June 2025
- Shinjuku Japanese Language Institute — Japanese Language Intermediate certification