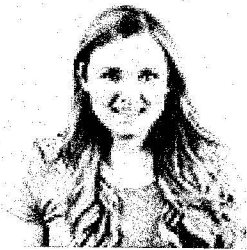


Sara Sayre is an IT Business Analyst at Nelnet and has worked for Nelnet since 2010. She graduated from Southeast Community College in Lincoln with an Associate of Arts. She continued her education at the University of Nebraska in Lincoln while working full time and earned a Bachelor's of Science in Business Administration with a Minor in Management.



As a graduated, non-traditional student, Sara has a passion for education and strives to see all students within the community achieve their goals. She has lived in Lincoln most her life. From kindergarten through eighth grade, Sara attended the summer and after-school programs at Willard Community Center. These programs gave her many fond memories and friendships.

Sara Sayre  
420 S 38<sup>th</sup> St. Lincoln NE, 68510 - (402)-310-9358 - [sara.sayre@hotmail.com](mailto:sara.sayre@hotmail.com)

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### QUALIFICATIONS

- Ability to work independently as well as part of a team
  - Extremely productive in a high volume, high stress, environment
  - Ability to critically analyze and problem solve
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### EDUCATION:

#### University of Nebraska- Lincoln (12/2016)

- Bachelor's Degree in Business Administration
- Minor In Management

#### Southeast Community College (12/2010)

- Associates of Arts (Academic transfer program)
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### PROFESSIONAL EXPERIENCE:

#### IT Business Analyst Nelnet, Lincoln NE

03/04/2017- Current

- Job Role Analysis for IAM (Identity Access Management) Tool
- Regularly conduct meetings for discussion over job roles and new hires
- Investigate and write requirements for New Hire Forms based on each company division
- Required strong written and verbal communication skills
- Creating and reviewing certifications for granting of correct access within Nelnet systems

#### IT Product Tester – QA Nelnet Business Solutions, Lincoln NE

6/13/2015 - 3/3/2017

- Knowledge of Agile development process
- Responsible for developing test plans/scenarios and running tests
- Presented demonstrations of new code monthly to internal staff and product team
- Testing of bugs and running of hotfix to resolve production issues
- Collaboration with developers, BA, product owners and system trainers

#### K-12 Account Manager Nelnet Business Solutions, Lincoln NE

6/3/2013- 6/13/2015

- Traveled to train school contacts about FACTS systems and processes
- Configuration for school terms and trained school contacts on system
- Member of K-12 **product development specialty group**
  - analyzed enhancement requests and provided feedback to provide to intake team
  - SME for product development teams
- Member of K-12 **Marketing specialty group**
  - Assisted in creation of marketing materials, newsletters, and webinar invitations

#### Assistant Account Manager Nelnet Business Solutions, Lincoln NE

10/03/2011- 5/31/13

- Assisted customers with questions on accounts over phone and chat

#### Loan Advisor / Interim Specialist Firstmark Services a Nelnet Company, Lincoln NE

02/2010 – 09/30/2011 – LOAN ADVISOR; 08/2010 – 09/30/2011 – INTERIM SPECIALIST

- Provided special support to loan advisors and customers

#### Quality food and service specialist Jimmy Johns, Lincoln Nebraska

11/2008 – 01/2010

- Prepared and served food

#### Canvasser Hudson Bay Company of Illinois, Inc.

02/2007 – 08/2008

- Fund raised and surveyed for non-profit organizations and electoral candidates