

# SARA FRANCES LUBER

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## OBJECTIVE

I am passionate about environmental data analysis and effective communication, with a focus on transforming complex information into accessible, digestible formats for a wide range of audiences. My background in research, analysis, and communication enables me to develop strategies that support environmental goals while enhancing public understanding.

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## EXPERIENCE

### **Program Analyst - Assistant to the Office Director**

U.S. Environmental Protection Agency | Research Triangle Park, NC | November 2024 - Present

- Streamlined operations within the Office of Resource Management (ORM) by identifying inefficiencies and implementing innovative, automated workflows using tools such as Microsoft Task Planner and Power Automate—enhancing efficiency and supporting the Office of Research and Development’s (ORD) mission.
- Supported senior leadership by analyzing organizational data and presenting findings in accessible, actionable formats—driving informed decision-making and operational improvements.
- Managed high-level calendars and administrative responsibilities with precision, aligning priorities with strategic objectives and leveraging strong communication and tech skills to maintain office-wide coordination.
- Developed and delivered internal communications products on behalf of the ORM Director and the office, effectively translating complex updates and initiatives into clear messaging for staff-wide engagement.

*Notable Skills:* Process Automation, Workflow Optimization, Executive Support, Communications & Outreach, Microsoft 365 Suite

### **Program Operations Admin – ORAU National Student Services Contractor**

U.S. Environmental Protection Agency | Research Triangle Park, NC | March 2024 – November 2024

- Enhanced operational efficiency and sustainability within the Scientific Computation and Data Curation Division (SCDCD) at the EPA by leveraging data, technology, and cross-team communication to improve internal processes.
- Designed and developed advanced Power BI dashboards and data visualizations to support informed decision-making in budget tracking and software asset management.
- Collaborated on the development of a streamlined data management system using PostgreSQL and Qlik, improving data accessibility and reporting efficiency across the division.
- Applied advanced Excel skills to deliver data-driven solutions that improved resource allocation and operational workflows.
- Supported division goals by managing key administrative functions, including presentation development, Teams channel organization, and coordination of software license renewals—ensuring clear communication and smooth execution of ongoing initiatives.

*Notable Skills:* Microsoft Excel, PowerBI, Qlik, SQL, SharePoint, Microsoft PowerPoint, Database Management

### **Energy Policy Research Assistant**

North Carolina Clean Energy Technology Center | Raleigh, NC | September 2022 – May 2023

- Conducted in-depth analyses of clean energy incentive programs across sectors including renewable energy, electric vehicles, and energy-efficient buildings, translating complex policy data into actionable insights.
- Assessed state policies and legislation impacting clean energy adoption, supporting strategy and policy tracking.
- Maintained and enhanced the accuracy of the Database of State Incentives for Renewables & Efficiency (DSIRE), ensuring up-to-date, accessible information for researchers, policymakers, and the public.

*Notable Skills:* Policy Analysis, Program Evaluation, Database Management

## **WomenNC Scholar**

RTI International & WomenNC | Raleigh, NC | March 2021 – March 2022

- Led a year-long research project titled [\*“The Green Feminine Stereotype and the Eco-Gender Gap.”\*](#) exploring the intersection of gender roles and sustainable consumption through extensive qualitative and quantitative analysis.
- Presented findings at high-profile venues including the United Nations Commission on the Status of Women (CSW 66) and RTI International’s Local to Global Forum, engaging international audiences on gender and environmental sustainability.
- Authored a comprehensive research report synthesizing literature reviews, original data collection, and critical analysis to contribute new insights to the field of environmental sociology.

*Notable Skills:* Qualitative & Quantitative Research, Literature Review, Data Analysis, Environmental Sociology

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## **EDUCATION**

### **B.A. Political Science, Minor: Environmental Science**

North Carolina State University | Raleigh, NC | 2023

Bachelor’s degree included a focus on climate change policy and its disproportionate effects on marginalized communities, highlighting the intersection of environmental challenges and social equity. This academic background provided a comprehensive understanding of the systemic issues at the heart of environmental justice.

### **IBM Data Analyst Professional Certificate**

IBM | Raleigh, NC | 2024

Completed 9 courses in data analytics, including foundational topics like Excel for data analysis, data visualization, and SQL databases. Gained proficiency in Python for data science, AI, and development, with hands-on experience through a Python project and IBM Data Analyst Capstone. Developed skills in creating dashboards with Excel and Cognos, and applying advanced data visualization techniques.

### **IBM Data Science Professional Certificate**

IBM | Raleigh, NC | 2024

Completed 10 courses in data science, including fundamentals like methodology and tools, as well as practical skills in Python for data science, AI, and development. Gained hands-on experience through projects and the Applied Data Science Capstone. Developed expertise in databases and SQL, data analysis and visualization, and machine learning with Python.

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## **LEADERSHIP**

### **Chief Justice**

NC State Student Government | Raleigh, NC | March 2020 – April 2021

Elected to lead the judicial department after serving in various roles within student government. Oversaw and administered student conduct and grievance processes, ensured adherence to university policies, and facilitated fair and impartial hearings. Managed a team of justices and collaborated with university administration to uphold the student code of conduct.

### **Associate Vice President of Government Outreach**

UNC Association of Student Governments | Raleigh, NC | June 2020 – May 2021

Coordinated with representatives and stakeholders across the UNC school system to advance student government initiatives and advocate for student interests. Managed outreach efforts to ensure effective communication and collaboration with various university and government entities. Upheld and facilitated government processes, and contributed to policy development and implementation across the school system.