

SARA FRANCES LUBER

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OBJECTIVE

I am dedicated to addressing the unequal impacts of climate change on disadvantaged communities, with a focus on clean energy solutions driven by a passion for justice and equity. My expertise in research, analysis, and communication allows me to develop strategies that meet environmental standards while prioritizing equity. I'm eager to apply my skills to advance environmental justice and clean energy initiatives for broad, positive impact.

EXPERIENCE

Special Assistant to the Office Director

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

- Streamlined Office of Resource Management (ORM) operations by identifying inefficiencies, implementing innovative processes, and enhancing procedural workflows to support the Office of Research and Development's (ORD) mission.
- Coordinated cross-functional projects, ensuring on-time delivery and quality standards through collaboration with ORM team members and other EPA departments.
- Supported leadership decision-making by analyzing organizational data and delivering actionable recommendations to enhance operational effectiveness.
- Efficiently managed executive-level calendars and administrative tasks, responding promptly to requests and aligning organizational priorities with strategic goals.

Notable Skills: Executive Support, Project Coordination, Process Improvement, Microsoft 365, Interdepartmental Collaboration

Program Operations Admin – ORAU National Student Services Contractor

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

- Contributed to operational efficiency and sustainability within the EPA's Scientific Computation and Data Curation Division (SCDCD) by leveraging data and technology.
- Created advanced data visualizations using Power BI to inform budget and software management decisions.
- Assisted in developing a database utilizing Postgres and Qlik to streamline data management processes.
- Delivered data-driven solutions through advanced Excel skills, improving resource management and operational efficiency.
- Managed administrative tasks such as creating presentations, overseeing software renewals, and organizing Teams channels to support the division's objectives and ensure smooth operations.

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

Energy Policy Research Assistant

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

- Conducted comprehensive analyses of clean energy incentive programs related to renewable energy, electric vehicles, and energy-efficient building improvements.
- Evaluated state policies and legislative frameworks influencing clean energy adoption.
- Managed and updated the Database of State Incentives for Renewables & Efficiency (DSIRE), ensuring accuracy and relevance.
- Developed research reports and presentations to support clean energy initiatives and communicate findings to stakeholders.

Notable Skills: Policy Analysis, Program Evaluation, Database Management

WomenNC Scholar

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

- Conducted in-depth research on gender roles and sustainable consumption for a year-long project titled "[The Green Feminine Stereotype and the Eco-Gender Gap.](#)"
- Presented research findings at the United Nations Commission on the Status of Women (CSW) 66 and RTI International's Local to Global Forum.
- Authored a comprehensive research report, integrating literature reviews, data collection, and analysis on gender and environmental sustainability.

Notable Skills: Research & Data Analysis, Public Speaking & Presentation, Community Engagement

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.

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.