

Sarah Costello

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Education

Logan University, Chesterfield, MO August 2025
Bachelor of Science in Human Biology, GPA 3.7
Georgia Military College, Milledgeville, GA March 2024
Associates of Science in Biology, GPA 3.7

Certifications

- Maryland State Notary Public
- Maryland Real Estate Salesperson License

Relevant Experience

Century 21 Downtown, Baltimore, Maryland 2014-2020
Contract Coordinator / Salesperson

- Prepared, reviewed, and managed all sales contracts, addendums, and related documentation with attention to detail.
- Managed scheduling and logistics for property showings, inspections, and closings.
- Improved transaction efficiency by implementing a digital contract management system.
- Built strong working relationships with asset managers and banks, leading to a steady increase in assigned REO listings and repeat business

Pattering Paws Staycare, Harwood, Maryland 2018-2022
Owner/Operator

- Oversaw all aspects of daily operations for a pet staycare business, including bookings, customer care, animal intake/discharge, and canine supervision
- Built a loyal client base through exceptional service and personalized attention to pets' needs
- Strategized efficient intake and discharge protocols, improving client turnaround and pet safety
- Received consistent 5-star reviews for reliability, cleanliness, and pet wellbeing

Ropewalk Tavern, Baltimore, Maryland 2012-2018
Shift Manager/Bartender

- Supervised front-of-house staff, managed shift schedules, and ensured high standards of customer service during peak hours
- Trained new hires in bartending, POS systems, and conflict resolution
- Handled cash reconciliation and nightly closeout, maintaining accurate records
- Resolved customer disputes quickly, resulting in positive feedback and repeat business

TCG Development, Silver Spring, Maryland 2007-2011
Administrative Assistant

- Drafted and coordinated Requests for Proposals (RFPs), supporting successful bids for affordable housing projects
- Prepared and managed all contracts, ensuring compliance with federal, state, and company requirements
- Acted as Notary Public for all required legal documents and transactions
- Managed office inventory, supply orders, and vendor relationships, reducing costs by

- negotiating better rates
- Supported executive team with calendar management, meeting preparations, and confidential communication

Everhart Veterinary Medical Group, Baltimore, Maryland

Veterinary Technician

2002-2006

- Assisted veterinarians with medical treatments, surgical procedures, and patient preparation
- Performed blood draws, placed IV catheters, and assisted with radiography and diagnostic imaging
- Administered medications, monitored anesthesia, and tracked patient recovery
- Managed daily feedings, exercise routines, and general animal care for hospitalized patients
- Maintained clean, organized exam and treatment areas, ensuring compliance with safety protocols

Community Service

Volunteer, SPCA- Animal socialization & care

June 2025 – Present

AKC Evaluator, American Kennel Club – Canine Evaluations

2021 – Present

Honors

Dean's List, President's List

Skills

- Real Estate Contract Management:** Experienced in preparing and processing residential and REO contracts from offer to closing
- Customer Service & Client Relations:** Proven ability to build rapport and maintain strong client satisfaction in both real estate and animal care settings
- Animal Care & Facility Management:** Skilled in daily animal supervision, feeding, exercise routines, and medication administration
- Animal Behavior Assessment:** Proficient at evaluating temperament and customizing care plans for dogs with varied needs