



**SARAH CALLENDER**  
**SR. ADMINISTRATIVE ASSISTANT**

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Sarah Callender currently serves as a Senior Administrative Assistant at Trammell Crow Company's Seattle office. In this role, she is responsible for providing administrative support, including the management and preparation of templated, corporate-branded materials and correspondence. Ms. Callender has over 10 years as an administrative professional.

## PROJECT DEVELOPMENTS

- Fife I-5 Commerce Center

Ms. Callender spent several years honing her administrative and research skills in architecture firms and collegiate libraries. Ms. Callender's broad experience in research and archiving procedures, combined with her background in the architectural and development industry, has assisted her in maintaining professionalism amongst her peers.

## PROFESSIONAL EXPERIENCE

Trammell Crow Company – Seattle, WA – 2016 to Present  
CR Architecture + Design – Seattle, WA – 2015 to 2016  
Callison – Seattle, WA – 2006 to 2015  
University of Cincinnati – Cincinnati, OH – 2005-2006  
Princeton University – Princeton, NJ – 2002-2005

## PROFESSIONAL AFFILIATIONS AND ACCREDITATIONS

Customer Service Essentials – 2006  
Library of Congress Basic Serials Cataloging

## EDUCATION & CREDENTIALS

University of Washington  
Bachelor of Arts, 2000