

SARAH MITCHELL

PUBLIC
RELATIONS
STUDENT

CONTACT

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PORTFOLIO

[HTTPS://SARAHMITCHELL.JOURN
OPORTFOLIO.COM/](https://sarahmitchell.journ
oportfolio.com/)

SUMMARY

Enthusiastic and hard-working college graduate pursuing an entry-level Public Relations position.

SKILLS

- Social media experience (Instagram, Twitter, Facebook)
- Adobe Cloud experience (Photoshop, InDesign, Illustrator)
- Microsoft Office experience (Word, PowerPoint, Publisher, Excel)
- Excel Essential Training Certification
- Hootsuite Platform Certification
- Google Ads Search Certification
- Google Ads Display Certification
- Google Analytics Individual Qualification (GAIQ) Certification
- Diversity, Inclusion and Belonging For All Certification
- Ability to quickly learn and prioritize tasks
- Strong interpersonal and communication skills

EDUCATION

THE PENNSYLVANIA STATE UNIVERSITY

SPRING 2022 GRADUATE | GPA: 3.48

- Donald P. Bellisario College of Communications
- Bachelor of Arts: Advertising/Public Relations
- Minors: Digital Media Trends and Analytics; Architectural Studies
- Provost Scholarship Recipient

EMPLOYMENT EXPERIENCE

COMMUNICATIONS INTERN | JAN 2022 - APR 2022

AMERICAN PETROLEUM INSTITUTE | MAY 2021 - AUG 2021

- Assisted Communications team with strategic communications, messaging, content management of social media, digital and traditional advertising, and educational efforts

SUMMER CAMP COUNSELOR

LIFETIME ATHLETIC | JUN 2019 - AUG 2019

- Supervised campers aged 5-12, keeping them safe and engaged in a variety of activities
- Developed weekly lesson plans

SERVER

GIUSEPPE'S ITALIAN RESTAURANT | JUN 2019 - JAN 2020

- Performed full range of server and host duties
- Consistently recognized by management and guests for outstanding service

ADMINISTRATIVE ASSISTANT

MITCHELL BANKS, PC | MAY 2017 - DEC 2019

- Provided part-time administrative support, including answering telephones, greeting clients, and maintaining electronic and paper case files for malpractice law firm

ADDITIONAL COMMUNICATIONS EXPERIENCE

DELTA GAMMA FRATERNITY

DIRECTOR OF ANCHOR SPLASH | JAN 2021 - DEC 2021

- Responsible for planning and execution of large fundraising event, including all communications with Vice President of Foundation

DIRECTOR OF APPAREL | NOV 2019 - NOV 2020

- Communicated with apparel company representatives
- Utilized Adobe InDesign and Photoshop to create graphics and merchandise designs

DIRECTOR OF CHAPTER ARCHIVES | NOV 2019 - NOV 2020

- Communicated with photographer; planned chapter photo sessions
- Organized and maintained documented history

PENN STATE WOMEN'S CLUB SOCCER - NIRSA

TREASURER | DEC 2020 - DEC 2021

- Communicated with team members and local businesses to coordinate fundraising opportunities and events
- Worked with University personnel regarding club finances

GEAR CHAIR | NOV 2019 - DEC 2020

- Communicated with team members and vendors to design and order merchandise
- Coordinated gear purchase and distribution