

Sally Smith

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Education

William & Mary, Williamsburg, VA May 2023
Bachelor of Business Administration
Major: Marketing, Minor: Film & Media Studies, GPA: 3.68

Relevant Experience

Editorial Intern, Remote May - August 2022
Hachette Book Group

- Collaborated with 8-10 authors to edit grammar, style, and tone of manuscripts for fiction and non-fiction works
- Reviewed over 100 author submissions and provided thoughtful feedback to submitters via email and mail
- Oversaw administrative duties for the Editor including calendar scheduling and managing email communication
- Researched industry trends and compiled a database of resources using Excel
- Wrote weekly blog entries and created social media posts promoting the experience on company TikTok

Section Editor, Williamsburg, VA September 2021 - May 2022
Rocket Magazine

- Wrote multiple 350 - 1,000 word articles for bi-annual publication in campus fashion and culture magazine
- Managed logistics on-site and scheduling for photoshoots including student models, photographers, styling and props
- Coordinated article submission and edits for a team of 5 students

Creative Careers Intern, Williamsburg, VA Aug 2020 - May 2021

William & Mary Office of Career Development & Professional Engagement

- Published a weekly newsletter with unique and compelling content to 1,000+ students
- Conducted alumni outreach and community engagement through LinkedIn
- Interviewed alumni about past and current career experiences to share relevant stories with students
- Compiled and categorized a database of 100+ internships in the creative industries for students
- Advertised and moderated 4 professional development workshops and information sessions each semester

Additional Experience

Barista, Williamsburg, VA November 2021 - Present
The Daily Grind

- Provide efficient and friendly customer service to customers during peak hours
- Delivered accurate and prompt food and beverage taking special requests into consideration
- Maintain a clean and professional appearance and dining area for guest satisfaction

Freelance Photography, Williamsburg & Richmond, VA January 2016 - Present
Self-Employed

- Shot and edited photos for over 30 graduating seniors
- Achieved favorable customer feedback on social media and earned dozens of referrals from clients

Collegiate Involvement

Archivist, Williamsburg, VA September 2019 - May 2020
Kappa Alpha Theta

- Coordinated the annual chapter composite picture including scheduling photography sessions and completing design
- Compiled the annual chapter scrapbook in hard-copy format
- Developed and maintained safe storage for all chapter paraphernalia and records

Athlete, Williamsburg, VA September 2019 - December 2020
William & Mary Club Volleyball

- Participated in team practices 10 hours per week while in-season
- Supported teammates in athletic and personal pursuits
- Compete at a high athletic level for 10 tournaments per year

Professional Skills

Software: Wix, WordPress, Canva, Microsoft Word, Excel, PowerPoint, Outlook

Writing: Creative writing, research and analysis, copy editing

Language: Conversational Spanish

Social Media: Instagram, Facebook, Snapchat, LinkedIn, TikTok

Video/Content Production: iMovie, Adobe Premiere Pro, Adobe Photoshop, Illustrator & InDesign, Photography