

SARA SMITH

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EDUCATION

William & Mary, Williamsburg, VA, May 202X
Bachelor of Art, English, Minor: Linguistics, GPA: 3.0
University of Oxford, Oxford, United Kingdom June – August 202X
Study Abroad, English Literature from the 19th Century

COMMUNICATIONS EXPERIENCE

Editorial Intern, New York, NY May - August 202X
Hachette Book Group

- Collaborated with 8-10 authors to edit grammar, style, and tone of manuscripts for both fiction and non-fiction
- Researched industry trends and compiled a database of resources for the department in Excel
- Wrote thoughtful and timely feedback emails and letters to authors submitting their work for publication
- Oversaw administrative duties for the Editor including scheduling and managing communication

Copy Editor, Williamsburg, VA September 202X – May 202X
Flat Hat Magazine

- Wrote multiple 350 - 1,000-word articles in AP Style for digital and print publication in campus-wide magazine
- Manage logistics for 5 photoshoots per year including student models, photographers, styling, and props
- Coordinated article submission and edits for a team of 5 student journalists

COLLEGIATE EXPERIENCE

Board Member, William & Mary May 202X – Present
William & Mary Panhellenic Council

- Served as a student representative on campus-wide council aimed at better enhancing student leadership, philanthropy, and fair and equitable practices in recruiting
- Created cultural surveys using Qualtrics and sent to 250+ members of Greek life organizations to assess gaps, common pain points, and successes

Athlete, William & Mary August 202X – Present
William & Mary Club Soccer

- Participated in team practices 10 hours per week while in-season September – November, competing at a high level for 10 tournaments per year
- Support teammates in athletic and personal pursuits

ADDITIONAL WORK EXPERIENCE

Server, Williamsburg, VA February 202X – August 202X
Paul's Deli

- Provided efficient and friendly customer service to dining customers in a high volume restaurant
- Managed customer experience as well as varied restaurant tasks each shift ranging from food preparation and storage, cleanliness of dining room, to washing dishes

PROFESSIONAL SKILLS

Software: Wix, Word Press, Canva, Microsoft Word, Excel, PowerPoint, Gemini, ChatGPT
Writing & Content Creation: Creative writing, research and analysis, copy editing, Instagram, Facebook, Snapchat, TikTok Video/Content
Language: Conversational French