

# Sarah Lee

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## EDUCATION

**Elon University**, Elon, NC      May 2021

*Bachelor of Arts: English*

Minor: Business Administration

GPA: 3.54

## *Study Abroad:*

**Gutenberg to the Web: Media's Impact on Western Civilization**, England, Germany, Czech Republic      Jan 2020

- Toured modern European media organizations, such as the BBC and Radio Free Europe

## PUBLISHING EXPERIENCE

**The Pendulum**, Elon University

Fall 2020-Present

*Copy Chief, Reporter*

- Edit all copies of newspaper weekly to omit writing, grammatical, and design errors
- Supervise and mentor copy editors and copy editing interns
- Collaborate with the editor-in-chief to create Pendulum specific style guide
- Write music reviews, news, editorials, and feature articles
- Participate in weekly meetings to discuss current issues and budgeting content of the next issue

**North Carolina Books**, Burlington, NC

Summer 2020

*Editorial Intern*

- Read, evaluated, and reported on submissions of fiction, nonfiction, and poetry
- Edited manuscripts and promotional materials
- Completed fact checks for manuscripts in production
- Prospected promising new authors by reading journals, blogs, and other materials

**Adventure Publishing**, New York, NY

Summer 2019

*Intern*

- Created content for Toybook and Licensing Book blogs
- Wrote articles and created layout for bimonthly Toybook magazine
- Researched and compiled new products for yearly Toy Insider
- Assisted in preparation and organization of BlogHer conference
- Copy edited weekly Toy Report for style, content, and grammar
- Recorded notes during meetings with company president

## SOFTWARE SKILLS

Proficient in Adobe InDesign, Adobe Photoshop, Final Cut Pro, Dreamweaver, Flash CS4, Microsoft Office Suite.

HTML Proficient. Familiar with WordPress, Blogger, Twitter, Photobucket, Picasa, Flickr

## LEADERSHIP & INVOLVEMENT

**Student Union Board**, Elon University

Spring 2020-Present

*Special Events Committee*

- Assist with event planning and promotion, targeting undergraduate student body

**Asian- Pacific Student Association**, Elon University

Spring 2018-Present

*Secretary*

- Record minutes via Microsoft Word for bi-weekly meetings, ensuring accuracy and attention to detail

THIS IS A SAMPLE RESUME – VISIT THE STUDENT PROFESSIONAL DEVELOPMENT CENTER FOR MORE SAMPLES

- Collaborate with APSA board members to innovate new ideas for programming, such as cooking nights, creative meetings, and in light of COVID-19, virtual trivia nights