

Sarah S. Loveless

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2850 Five Oaks Lane
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EDUCATION: Auburn University, College of Liberal Arts
Candidate for Bachelor of Arts, May 2008
Major: Public Relations; Minor: Business

WORK EXPERIENCE:

Quantum Communications (Mix 96.7) – Intern 08/2007-present

Auburn, AL

- Produce radio spots using Adobe Audition
- Participate in live remotes in Auburn
- Organized and revamped entire filing system to hold expired accounts from previous 2 years
- Perform office duties such as answering phones, faxing documents and calling potential clients

Skybar Café – Sales 03/2007- 07/2007

Auburn, AL

- Assisted bar staff with numerous tasks including orders and scheduling
- Organized and maintained an efficient filing system for 150+ orders to effectively attain bar revenue
- Managed monetary aspects of the night club's business

Carrabba's Bar and Grill – Wait Staff Summer 2005

Birmingham, AL

- Greeted and made customers feel welcome
- Served customers and made their experience as pleasant as possible
- Provided immediate quality service while maintaining a clean workplace
- Catered multiple philanthropic events in Birmingham

ACTIVITIES:

Auburn University Public Relations Council 08/2007- present

- Develop promotional material for Auburn University Student Space Program
- Contacted media outlets to generate buzz for Auburn High Altitude Balloon launch

The Plainsman – Volunteer Copy Editor 10/2007-present

- Assist with proofreading of sports, articles for Auburn University's award winning *Plainsman*
- Provide ideas for following week's articles

Auburn University Tiger Cub Tutor Program 01/2007-05/2007

Loachapoka, HS. Auburn, AL

- Tutored high school students in various areas including newspaper development skills
- Aided in brainstorming and proofreading for school paper *The Arrowhead*