**Sarah Hemingway**

**TARGET: MARKETING COORDINATOR**

Business administration graduate with experience organizing, advertising and marketing local events. Pursuing a career in sports marketing and event planning. Highlights include:

* Coursework in **Marketing, Management**, and **Sports Economics**
* Enrolled in **International and Sports Marketing** coursesfor final semester
* **Dean’s List** student

**EDUCATION**

**BS in Business Administration**, May 2020 Saint Michael’s College, Colchester, VT

* **Minor in Psychology**
* **Dean’s List**: 4/6 semesters
* **GPA: 3.7**

**Study Abroad:** Scandinavia (DIS) Copenhagen, Denmark,1/2019–5/2019

Completed coursework: European Business Strategy: Case Studies

**RELEVANT PROJECTS**

**Management 101 Semester Project**

Saint Michael’s College | 3/2018–4/2018

Planned, organized, and advertised 3K road-race. Negotiated raffle prizes from local organizations and recruited entertainment.

* Achieved fundraising goals of 1K+ and donated all proceeds.

**MOVE Office Student Employee Project**

Saint Michael’s College | 9/2019–12/2019

Organized a monthly donation drive with the goal of raising money for a local charity.

* Developed marketing materials, advertised the event, and raised all necessary funds.

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**WORK EXPERIENCE**

**MOVE Student Employee**

Saint Michael’s College | 2016–Present

Conducted general office functions and supported the overall mission of the office through excellent customer service and attention to detail.

**Summer Support Staff**

Portland, CT Parks Dep. | 5/2019–8/2019

Developed advertising and marketing materials for local events. Organized town events including concerts and a 5K run.

**LEADERSHIP EXPERIENCE**

**Service Leader & Volunteer Coordinator** Saint Michael’s College | 2017–Present

Organize and coordinate student volunteers. Facilitated event for local senior citizens, booking caterer, DJ, and venue. Planned and decorated venue according to theme.

**Relay for Life Volunteer & Coordinator** University of Vermont | 12/2018

Organized volunteers and advertised through tabling, social media, and info sessions. Communicated with UVM planning committee and transported all volunteers to the site.

**TECHNOLOGY SKILLS**

* Microsoft Office: Word, PowerPoint, Excel
* Adobe: Photoshop, Illustrator, InDesign