

# Sarah Beardslee

106 E Main Street  
Spring Arbor, MI 49283  
720-290-8293  
sarahlbeardslee@yahoo.com

---

## OBJECTIVE

◆ Seeking a creative position at a major television and/or radio station ◆ Excellent communication and broadcasting skills ◆ Extensive computer knowledge and technical ability ◆ Outstanding oral, written, and computer presentation skills

## EDUCATION

**Spring Arbor University, Spring Arbor, MI**  
*Communication Major, September 2011 - Present*  
Professional Writing and Broadcasting  
Class of 2015

## WORK EXPERIENCE

**Dardis Academy Internship, Southwest Florida & Lansing, Michigan**  
*Professional Clother, May-August 2014*

- Managed my own clothing company for 10 weeks.
- Created value in the products for customers, shared product knowledge, and tended to customer needs.
- Effectively enhanced communication with the prospective customers and became an expert in delivering sales presentations
- Measured clients at the time of appointment and offered advice in clothing options.
- Kept detailed records and organization for bookkeeping

**Over the Edge, Denver, CO**  
*Announcer, July 2013*

- Announcer for the 5<sup>th</sup> annual Cancer League of Colorado's nonprofit event.
- Communicate information to the crowd.
- Announce building rappellers.
- Voice encouragement for the two-day event.
- Interview family members of event participants.

**Rocky Mountain PBS, Denver, CO**  
*Special Events Volunteer, May 2013-July 2013*

- Made arrangements for 2013 Kid's Fun Fest
- Alerted surrounding businesses of road closures and the event
- Organized hand-outs for event goodie bags
- Constructed PBS character pins
- Wrote social media posts for Rocky Mountain PBS's Facebook page

**Spring Arbor University, Spring Arbor, MI**

*Phonathon Caller, October 2011 - Present*

- Assigned to make telephone calls to parents, alumni, and friends of Spring Arbor University.
- Communicate news about the university, the annual fund at Spring Arbor, and update contact information.
- Proficient communication skills and the proper etiquette in addressing those associated with the university.
- **Success Story:** Effectively communicated news about the school and the annual fund for student scholarships to an alumnus of Spring Arbor University he and gave \$1000 to the annual fund.

**89.3 The Message, Spring Arbor, MI**

*On-Air Talent, October 2011 – Present*

Radio sample- <https://soundcloud.com/sarahbeardslee>

- Recording every day of the week, with weekday one-hour broadcasts out of the Spring Arbor University radio station.
- Studied my audience and adapted my presentation to meet the needs of the listener.
- Represent the station at concerts and community events.
- Researched and wrote material for broadcasts.
- Supported the station through effective communication to the local community.

**Spring Arbor University, Spring Arbor, MI**

*Conference Services Assistant, May 2012 – August 2012*

- Internship for summer conferences office.
- Meeting and special event planner; catering to the needs of a of diverse visiting groups and summer camps.
- Prepared rooms, meeting spaces, meal tickets, and field events.
- Scheduled and coordinated group activities and day-to-day events.
- Managed the availability of the campus buildings and rooms for the guests.

**SOFTWARE/SYSTEM SKILLS**

- Microsoft Office (Word, Excel)
- Typing Speed: 65 wpm
- Professional Blog- <http://fromthelooksofthings.wordpress.com/>

**LANGUAGE SKILLS**

- Spanish, three class years and a semester in Guatemala
- Basic conversation skills

**REFERENCES**

Rachel Buchanan Promotions Coordinator and On-air Host for SAU Radio Spring Arbor University 106 E Main Street Spring Arbor, MI 49283 517-960-1373	Kaitlyn Tracy General Manager of SAU Radio Spring Arbor University 106 E Main Street Spring Arbor, MI 49283 517-817-8912
--	---