



SARAH O'NEILL YOUNG

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OBJECTIVE

To obtain a rewarding internship in an industry leading PR agency that allows me the opportunity to expand my skills set for a successful career in the marketing and communications field.

PERSONAL PROFILE

- Excellent verbal and written communication skills in English and French
- Excellent interpersonal skills and leadership qualities from numerous years of employment and volunteering experiences
- Highly self-motivated and goal-orientated with the capability to engage in independent work, as well as perform in team environments
- High capabilities to meet deadlines, exceed expectations and thrive well under pressure
- Strong computer skills in PC and Mac: Microsoft Office (Word, PowerPoint, Project & Excel), Adobe (Photoshop, Illustrator and Dreamweaver)
- Confident with various forms of social media: Twitter, Linked In, Visual CV, and Facebook

EDUCATIONAL HISTORY

University of Guelph-Humber

2008-Present

University of Guelph

Bachelor of Applied Arts

Humber Institute of Technology and Advanced Learning

Diploma in Public Relations

EMPLOYMENT HISTORY

Events Assistant, University of Guelph-Humber

2010-Present

Toronto, Ontario

- Assisting in planning and implementing on-campus recruitment events, including Media Studies Program Preview Day
- Responsible for contacting possible speakers, securing student work to display, creating the schedule for the day among other duties related to events
- Assisting with the creation of signage, slideshow presentations and photography



START Leader, University of Guelph-Humber

2010-Present

Toronto, Ontario

- Responsible for conducting campus tours for prospective students
- Organized administrative duties in an effective and timely manner
- Helped first year students by connecting them to campus resources and mentored them through their transition to university

Pre-Orientation Leader, University of Guelph-Humber

2009-2010

Toronto, Ontario

- Organized administrative duties in an effective and timely manner
- Increased student experience with both positive attitude and enthusiasm
- Developed communication level with students and parents that was open and inviting

AWARDS AND PROFESSIONAL MEMBERSHIPS

- Received 2010 Academic Merit Scholarship for top 10 percentile of class program
- Obtained French Immersion certificate
- IABC Student Member

VOLUNTEER EXPERIENCE

Fund Development Volunteer, London Children's Museum

2010

London, Ontario

- Assisted with preparation of Arctic Campaign proposals and online applications
- Assisted communications coordinator and fund development coordinator in planning and implementation of donor recognition event
- Researched prospects, prepared correspondence and follow up phone calls for silent auction item requests

Move-In and Welcome Week Leader, Humber North

2009

Residence

Toronto, Ontario

- Encouraged student participation in welcome week with energy and enthusiasm
- Helped organized effective and timely moving strategies
- Developed a communication level with new residents that was open and inviting

INTERESTS

- **Travel:** Canada, United States and Europe
- **Hobbies:** Politics, Cooking, Running and Photography

FOR WRITING SAMPLES PLEASE VISIT MY PORTFOLIO AT:
[HTTP://WWW.SARAHYOYOUNG.COM](http://www.sarahoyoung.com)

