**Sarah Lynn Pokita** 1298 Chestnut Street, Monaca, PA 15061

 724.513.1103 **---**  slpst19@mail.rmu.edu

**EDUCATION** **Robert Morris University**, Moon Township, PA

 Bachelor of Arts in Communication; Public Relations/Theater, Expected May 2012

 Cumulative GPA **3.78**/4.0

**RELEVANT**

**EXPERIENCE Human Capital Advisors,** Wexford, PA

 Intern, December 2011-Present

* Write marketing letters to universities to promote the CEO’s Textbook
* Create and manage company Facebook account
* Edit video footage from Human Resource conferences
* Produce monthly blogs about the company and its employees

**Pittsburgh Musical Theatre,** Pittsburgh, PA

 Summer Intern, June 2011-August 2011

* Taught theater classes for a musical theater camp to children ages 4-7
* Supervised and distributed lunches to students, built set pieces, sewed costumes.
* Created and sent weekly newsletters to parents
* Assistant Stage Managed a summer teen production

**Shaw Industries,** Leetsdale, PA

Summer Intern, June 2010-August 2010

* Managed customer relations: phone calls, e-mails, face to face interaction
* Sorted and filed employee driving logs
* Created and distributed safety newsletters to employees during staff meetings

**Panera Bread,** Monaca, PA

Associate**,** June 2007-June 2011

* Certified trainer for new associates
* Reviewed applicants for new hire
* Supervised closing and opening custodial duties
* Prepared cash register drawers for daily use

**Beaver County YMCA,** New Brighton, PA

Summer Camp Supervisor, June 2009-August 2009, June 2010-August 2010

* Supervised 40+ children at a local playground
* Created weekly lesson plans for the children’s activities
* Distributed daily lunches to all children

**SKILLS Computer**

* Adobe Photoshop
* Microsoft Office (Word, Excel, Power Point)
* Apple iMovie

**ACTIVITIES**

* Colonial Theatre (12 productions to date)
* Early Success Program Mentor (2010-present)

**AWARDS**

* National Society of Collegiate Scholars
* Lambda Pi Eta Honors Communication Fraternity, Treasurer
* Dean’s List Fall 2008 – Present