**Sarah B. Bennett**

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# Objective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

To obtain a position as a co team leader.

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# Leadership\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***SOIREE*** Charlottesville, VA

##### event planning internship June 2012-August 2012

• Learned the skills and steps of how to put together a distinguishable and elegant event that was tailored to each client’s unique taste.

• Attended important client meetings throughout each week at various locations and built a relationship with each individual client.

• Designed timelines and seating charts for each specific event and wedding.

• Conducted and answered business calls and sent client emails.

***Big Sibling Program*** Longwood University

##### Role model for disadvantaged youth January 2011-Present

• Serve as an active role model, friend, and advocate for my younger sibling and his or her classmates.

• Have become an active listener and built relationships with my younger siblings, classmates, parents and teachers.

• This leadership role allows me to utilize my competent communication skills in many ways such as helping my sibling through difficult times and communicating with their parents and teachers.

• Patience, dedication, and interpersonal communication are a few of many skills utilized in this position.

***Pamunkey Consultants*** Longwood University

Group memberFall 2011

##### • Created an event for the future opening of Bedford Hall at Longwood University.

##### • Researched the surrounding area for fundraising ideas as well as ways to attract the audience to the event.

• Designed a Facebook event for the opening of Bedford Hall on campus.

• Worked effectively and developed professional relationships with team members.

***Youth Leadership Council*** Washington D.C. & New Orleans, LA

##### Representative of virginia Summer 2008 & February 2009

• Represented the state of Virginia at the annual NRECA (National Rural Electric Cooperative Association) meeting in New Orleans, Louisiana.

• Applied different communication skills during the multiple interviews as I was going through the selection process while in Washington D.C.

• Utilized communication and public speaking skills while delivering a speech in front of hundreds of viewers.

• Used interpersonal communication and leadership skills while meeting many important leaders in Washington D.C.

***SODA Program*** Rustburg High School

##### Group Leader Fall 2008-Spring 2009

##### • This leadership position allowed me to interact with middle school students and teach them the dangers and harmful effects of drugs and alcohol.

• Planned lessons, taught them to different groups of students, and then lead a discussion period after each class.

• Learned leadership skills, public speaking skills, and organization and management skills through this educational program.

***Babysitting*** Various Areas

##### Care taker Summer 2008-Present

•This job allows me to practice communication skills, learn to work with others, and work through different difficulties.

• I must constantly be aware of my surroundings and learn how to best communicate and work with my clients.

# Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Longwood University***

Bachelor of Arts, Communication Studies Expected Graduation: May 2013 Concentration: Public Relations, Organizational & Strategic Communication

Relevant Course Knowledge: Media reporting & writing, press release, pitch and proposal writing, Microsoft Word, PowerPoint proficient

***EXCELLENT REFERENCES AVAILABLE UPON REQUEST***