

SARAH KATHERINE RUSSELL

PERSONAL ADDRESS WITHHELD FOR PRIVACY | (256) 698-0926 | SARAHRUSSELL@AUBURN.EDU

EDUCATION

Auburn University | Auburn, AL

Master of Education, Administration of Higher Education | Expected May 2017

- **GPA:** 4.00/4.00

Bachelor of Arts, Journalism | May 2016

- **GPA:** 3.64/4.00

WORK EXPERIENCE

Auburn University Career Center | Auburn University, AL

Graduate Assistant & Career Advisor | August 2016 – Present

- Advise undergraduate and graduate students regarding career preparation topics including career and major exploration, resume and cover letter writing and job search strategies
- Administer and interpret Strong Interest Inventory and TypeFocus career assessments
- Prepare and deliver presentations to classes and student groups on career readiness topics such as effective resume writing, major exploration and maintaining a professional online presence
- Represent the Career Center at Graduate School recruiting events and other programs
- Assist with the Success Strategies: You Career. Your Major. course by substitute teaching and providing guest lectures on career readiness topics
- Collaborate with graduate school faculty and program directors to increase awareness and promote services for graduate students

Auburn University Harrison School of Pharmacy | Auburn University, AL

Communication and Marketing Assistant | May 2016 – August 2016

- Produced visual, written and video content for print and web
- Researched, created and implemented marketing tools targeting prospective students
- Contributed written work and photos to alumni, student and recruiting publications
- Assisted where needed using the Adobe Creative Suite and Microsoft Office

Auburn Magazine | Auburn, AL

Editorial Intern | January 2016 – May 2016

- Pitched, researched and produced feature stories for print and online articles
- Interviewed and produced stories about a variety subjects, including New York Times bestselling author Tim Dorsey, decorated beauty pageant coach Bill Alverson and ABC's "Agent Carter" actress Wynn Everett
- Aided in editing, proofreading and layout of articles

Journal of STEM Education: Innovations and Research | Auburn University, AL

Editorial Assistant & Journal Manager | April 2015 – January 2016

- Coordinated peer review, revision and publication processes of scholarly papers
- Maintained and managed a robust database of hundreds of manuscripts, authors and peer reviewers
- Corresponded daily with authors, peer reviewers and research institutes to ensure satisfaction and expedience
- Handled accurate and timely processing of invoices and payments
- Organized and maintained digital and paper files for journal manuscripts, payment tracking and office tasks

LEADERSHIP & INVOLVEMENT

Higher Education Student Association (HESA) | Auburn University, AL

Member | August 2016 – Present

Manna House | Huntsville, AL

Volunteer | August 2011 – Present

- Alleviate food insecurity in by organizing food and care item donations and distributing donations to those in need

Social Sorority | Auburn University, AL

Member | August 2012 – May 2016

Vice President of Finance | January 2014 – August 2014

- Served as a member of the executive board in an organization of over 200 members
- Tracked and determined chapter spending and billing through budget reports
- Corresponded among chapter, executive council, chapter advisors, international headquarters and businesses
- Effectively streamlined financial transactions through receipt and check organization

Assistant Ritual Chair | January 2013 – December 2013

- Assisted ritual chair in organizing and executing three ceremonial initiation services

Auburn University BIG Event | Auburn University, AL

Assistant Director of Community Relations | August 2013 – April 2014

- Coordinated community outreach by co-leading a subcommittee of 20 members
- Marketed the BIG Event across social media and on campus by coordinating billboards, posters and social media
- Consulted with homeowners directly to evaluate their service needs

Huntsville First United Methodist Church | Huntsville, AL

Youth Ministry Intern | May 2013 – August 2013

- Developed and delivered weekly Sunday school messages to 10-15 middle school students
- Hosted, planned and managed Sunday night youth group activities
- Led small groups of middle and high school students on two domestic mission trips

HONORS & AWARDS

Magna Cum Laude Graduate | May 2016

Graduated from Auburn University with an unadjusted GPA of 3.64/4.00

Lambda Pi Eta Honor Society Member | November 2015 – May 2016

Demonstrated distinguished scholarship and dedication in the communication fields

Spirit of Auburn Founders Scholarship Recipient | August 2012 – May 2016

Exhibited extraordinary scholarship and involvement; earned in-state tuition for four years

Shirley Metz Kicklighter Chapter Service Award Recipient – Social Sorority | April 2016

Awarded annually by the sorority's advisory board to the senior member who demonstrated a sustained spirit of loyalty and unselfish service

Dean's List Student | Fall 2015, Spring 2015, Fall 2014, Fall 2013

Achieved a 3.75/4.00 GPA or greater when enrolled in 12 credit hours or more