

SARAH GLENN

MOTIVATED | COURTEOUS | PROFESSIONAL

St. George's Grenada • West Indies

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OBJECTIVE

To work as a community journalist with a global perspective.

SUMMARY OF QUALIFICATIONS

- Insatiable Curiosity
- A proficient and prolific writer
- Can accumulate a lengthy list of story ideas with just a stroll down the street.
- Skilled in Adobe InDesign, Photoshop, Microsoft Word, PowerPoint and other similar programs
- Sharp business negotiation and organizational skills
- Has a determined attitude that shines under deadline

CAREER HISTORY

July 2007–August 2010 | The Daily Sparks Tribune | Sparks, Nev. USA

Editor, reporter, staff manager, photographer and pagination

• I juggled coordinating daily content in the morning, thoroughly researching and reporting on breaking news and writing in-depth analytical pieces late into the evening hours. Sometime in between, I tracked Google Analytics, monitored social media sites and updated content, copy edited staff work and gave feedback. Finally, I gave the paper a final proof and sent it to press. While hired at first as an intern, an arsenal of organizational, problem-solving, negotiation and customer service skills quickly prompted a promotion to a full-time management position. Awards and accolades garnered in this position tell the tale of my dedication and hard work.

September 2006–May 2009 | Artemisia/Insight Magazine | Reno, Nev. USA

Managing Editor

• Artemisia Magazine was completely transformed in the spring of 2008 under my direction. It was time for a simple photo pamphlet to blossom into a full-fledged magazine. With the dedication of several fellow University of Nevada, Reno colleagues, Insight Magazine was born. As we started a new business, my hiring, payroll, deadline management, staff conflict resolution, and business negotiation skills were all put to the test with outstanding results. I managed a staff of nine for the monthly publication. In this position I coordinated staff trainings, meetings and held staff to efficient work schedules. I was responsible for payroll, magazine design and fostering creativity in a fun, effective workplace. PDF examples of my design work with Adobe InDesign and Quark are available upon request.

April 2003–May 2006 | Curves for Women | Reno, Nev.

Manager, fitness trainer

• My leadership, customer service skills and business savvy once again thrived as a manager and fitness trainer at Reno's Curves for Women. From helping women find their own love for an active lifestyle to seeing them achieve their weight loss and exercise goals, the results of my work are evident in the lives I helped. Managing a staff of six, processing member's monthly payments, payroll and accounting, coordinating exciting and creative promotional events, and dealing with member's inquiries and complaints in a cool and professional manner were each proficiencies evident during my time at Curves.

MISC. JOB EXPERIENCE INCLUDES:

- Freelance Journalist (June 2011 – Present)
- Treasurer, Significant Others Organization of St. George's Grenada (July 2011 – December 2011)
- Human Relations Administrator, Northumbria University, Newcastle, UK. (November 2010 – May 2011)
- Financial Services Representative, Cumorah Credit Union, Reno, NV (April 2007 – August 2008)
- Activities Administrator, Life Care Center Convalescent Home, Reno, NV (April 1999 – February 2000)

EDUCATION

August 2004–May2009 | The University of Nevada, Reno | Reno, Nev. USA

Bachelor's degree in journalism with a minor in business administration

- I earned high marks in my university studies with references from professors available upon request. I managed to keep my academic standards high while juggling several professional endeavors. I earned a 3.5 GPA in my journalism courses and maintained a B average in my business courses.

August 2011 – Present | American Council on Exercise
Personal Trainer Certification

ACHIEVEMENTS

- Winner of five first–place awards for community news reporting through the Nevada Press Association.
- Named Journalist of Merit by the Nevada Press Association in 2010. One is chosen per year out of a pool of more than 1,000 professionals throughout the state.
- Named Outstanding Journalist of the Year of 2009 by the University of Nevada, Reno, recognizing that I was the most professionally accomplished journalist to graduate from university in that academic year.

REFERENCES

Abundant references available upon request.