

Sarah Lee

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EDUCATION

Elon University, Elon, NC

May 2024

Bachelor of Arts: English

GPA: 3.54

Study Abroad: England, Germany, Czech Republic

Winter Term 2023

Gutenberg to the Web: Media's Impact on Western Civilization

PUBLISHING EXPERIENCE

The Pendulum, Elon University, Elon, NC

Fall 2023-Present

Copy Chief, Reporter

- Edit all copies of newspaper weekly to omit writing, grammatical, and design errors
- Supervise and mentor copy editors and copy-editing interns
- Collaborate with the editor-in-chief to create Pendulum-specific style guide
- Write music reviews, news, editorials, and feature articles
- Participate in weekly meetings to discuss current issues and budgeting content of the next issue

North Carolina Books, Burlington, NC

Summer 2023

Editorial Intern

- Read, evaluated, and reported on submissions of fiction, nonfiction, and poetry
- Edited manuscripts and promotional materials
- Completed fact checks for manuscripts in production
- Prospected promising new authors by reading journals, blogs, and other materials

Adventure Publishing, New York, NY

Summer 2022

Intern

- Created content for *Toybook* and *Licensing Book* blogs
- Wrote articles and created layout for bimonthly *Toybook* magazine
- Researched and compiled new products for yearly Toy Insider
- Assisted in preparation and organization of BlogHer conference
- Copy-edited weekly *Toy Report* for style, content, and grammar

LEADERSHIP & INVOLVEMENT

Student Union Board, Elon University

Spring 2023-Present

Special Events Committee

- Assist with event planning and promotion, targeting undergraduate student body

Asian-Pacific Student Association, Elon University

Spring 2022-Present

Secretary

- Record minutes via Microsoft Word for bi-weekly meetings, ensuring accuracy and attention to detail
- Collaborate with APSA board members to innovate new ideas for programming, such as cooking nights, creative meetings, and trivia nights

TECHNICAL SKILLS

Proficient in Adobe InDesign, Adobe Photoshop, Final Cut Pro, Dreamweaver, Flash CS4, Microsoft Office Suite.

HTML Proficient. Familiar with WordPress, Blogger, Twitter, Photobucket, Picasa, Flickr