S A R A H   E .   T A Y L O R

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DESIRED POSITION	Ministry Assistant: Media/Publications & Receptionist
SUMMARY OF QUALIFICATIONS	Detail Driven & Professional Editor & Designer Experienced in Missions Independent & Self Motivated
EDUCATION	B.A. Virginia Polytechnic Institute and State University, 2017 Concentration in Art History Summa Cum Laude
EMPLOYMENT	Administrative and Research Assistant | Toxcel LLC | 2017-Current Peer Advisor and Ambassador | Virginia Tech | 2016-2017 New Student Orientation Advisor | Virginia Tech | 2017 Designer & Photographer | Freelance | 2015-2017 At Home Advisor | Apple Inc. | 2014
KEY WORK EXPERIENCE	Office administration: administrative assistant to the Vice President Graphic design: printed and digital materials Editing: professional governmental publications Empathetic customer support and service Event management and organization
PROFESSIONAL CERTIFICATIONS & MEMBERSHIPS	Poynter ACES Certificate in Editing, 2018 American Copy Editors Society, 2018 Phi Beta Kappa, 2017
LINGUISTICS & TECHNOLOGY	Spanish, Latin America Adobe Creative Cloud Suite Microsoft Office Suite (365)