Scarlet Kathryn Sage

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PROFESSIONAL SUMMARY:

A highly competent professional with a strong work ethic and a self-motivated approach, adept at thriving on challenges and delivering high-quality work with exceptional follow-through and creative problem-solving skills. Strong communication and interpersonal abilities contribute to effective collaboration and successful outcomes. Well-versed in using the following skill set in the industry:

- Proficiency in Microsoft Office
- Leadership
- Teamwork Management
- Public Speaking

EDUCATION:

Radford University, Radford, VA May 2024
Bachelor of Science, **Communications Major**
Public Relations Concentration, Marketing Minor

- GPA 3.3/4.00
- Dean's List: Fall 2020 & Fall 2022
- Highlander Distinction Scholarship Recipient

Related Coursework:

- Writing for Public Relations
- Social Media and Content Marketing
- Consumer Behavior Marketing
- Communications Campaign

EXPERIENCE:

Marketing Intern, Radford Chamber of Commerce, Radford, VA January 2024 – May 2024

- Conducted interviews with Chamber members to showcase their business in the monthly newsletter and e-blasts.
- Designed and managed social media campaigns for Chamber members.
- Drafted and revised Chamber member spotlights for monthly newsletter and e-blasts.
- Created engaging content for the Chamber's social media on platforms like Facebook, Instagram, and TikTok.

Receptionist, University Tanning, Radford, VA January 2021 – May 2024

- Managed customer information, including assisting walk-in clients, inputting payments, answering phone lines, and helping clients with questions and issues.
- Efficiently direct customers to their designated tanning rooms.

Server/Hostess, White Wolf Café, Orlando, FL June 2020 - January 2023

- Maintained exceptional standards of customer service in a timely and friendly manner during high-volume shifts and fast-paced operations.
- Interacted with kitchen staff to clarify customer needs and expedited flow of service.
- Answered phone calls to inform guests of questions about the establishment and recorded reservations.

LEADERSHIP:

Member, Delta Zeta Sorority, Inc., Radford University February 2020 – May 2024

- Served as Vice President of Membership (2022-2023) - Increase chapter total by 62%.
- Social Media Webmaster - maintained the chapter website and social media including Instagram, TikTok, and Facebook.