

SARAH KELLY

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EDUCATION

Syracuse University – Syracuse, New York Expected: May 2020
Maxwell School of Citizenship and Public Affairs and S.I. Newhouse School of Public Communications
B.A. Policy Studies, Public Relations; Spanish Minor; GPA: 3.8; Dean's List all semesters
Study Abroad – Madrid, Spain Spring 2019

EXPERIENCE

Syracuse University – Syracuse, New York Aug. 2019 - Present
Teaching Assistant for Methods of Public Policy Analysis
- Advise 11 students on effective data collection methods and how to work professionally with a client

Syracuse University Women's Club Ice Hockey – Syracuse, New York May 2018 - Present
President/Captain
- Maintain \$11,000 budget and \$3,000 in member dues for 15 players
- Organize a season-long game schedule and practice schedule, from September to March, including rink time and referees

Office of Democratic Leader Charles E. Schumer – Albany, New York Summer 2019
Regional Intern
- Assist with press conferences and attend constituent meetings
- Compile news clips from local newspapers and monitor local media in order to keep the Senator aware of local issues
- Research demographics of constituents in Upstate New York to determine important issues and the impact of federal policies

The New York State Department of State – Albany, New York Summer 2018
Communications Intern
- Create fact sheets, slide decks, Facebook and Twitter posts, and outreach materials to increase awareness of the Department
- Aid in events and off-site presentations to educate residents of New York State on projects and resources of the Office of Planning and Development, including the Local Waterfront Revitalization and Brownfield Redevelopment Programs

Policy Studies Department, Syracuse University – Syracuse, New York March 2017 - May 2019
Student Worker
- Created, updated and maintained the Department website and Skills Win Database website
- Coordinated, led and calculated scores for 100 students participating in the Maxwell Scholarship Competition
- Administrative support, including database upkeep on Microsoft Access, data entry and filing records

University Neighborhood Preservation Association – Syracuse, New York Jan. 2018 - May 2018
Research Consultant
- Conduct research via SurveyMonkey, analyze data on Excel from 200 people and develop a report on attitudes towards the housing environment and other issues in the University Neighborhood
- Develop a policy proposal to increase homeownership rates for nearly 2,000 people via a rent-to-own program

The Research Foundation for SUNY – Albany, New York Summer 2017
Innovation and Partnerships Intern
- Called 100+ potential partners to gauge interest in 4 SUNY innovations to aid in the customer discover process
- Evaluate the marketability and patentability of new technologies developed by students and professors
- Support the 64 SUNY campuses to engage with START-UP NY through data collection, plan development and reporting

Customer Service/Client Relations – Albany/Syracuse, New York May 2015 - Present
A. Frame Pools and Lululemon Athletica
- Identify customer needs by building relationships and determining the best product for the individual

SKILLS

Software: Word, Excel, PowerPoint, InDesign, Premiere Pro, WordPress, Google Analytics; Instagram, Twitter, Facebook

Document and website accessibility: Word, Acrobat, WordPress

Language: Intermediate Spanish

ACTIVITIES AND INTERESTS

Public Relations Student Society of America Sept. 2016 - Present
William P. Ehling Chapter, Syracuse University – Syracuse, New York

Women's Club Ice Hockey Sept. 2016 - Present
Syracuse University – Syracuse, New York
Hockey, Fitness, Hiking, Travel, Cooking