

## **EDUCATION**

SYRACUSE UNIVERSITY S.I. Newhouse School of Public Communications Maxwell School of Citizenship and Public Affairs College of Arts and Sciences

## Bachelor of Arts: Public Relations,

Policy Studies Minor: Spanish Study Abroad: Madrid, Spain; Spring 2019 GPA: 3.8

## INVOLVEMENT

## PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA

William P. Ehling Chapter Syracuse University Sep. 2016 - Present

# WOMEN'S CLUB ICE HOCKEY

Syracuse University Sep. 2016 - Present

# SKILLS

Intermediate Spanish

Word • Excel • PowerPoint • InDesign • Premier Pro • Wordpress

Instagram • Twitter • Tumblr • Facebook • Snapchat • Pinterest

# HONORS

### PHANSTIEL SCHOLAR

(for philanthropy and community service, Syracuse University)

DEAN'S LIST (all semesters)

sarahmkelly20@gmail.com • (518) 391-5742 www.linkedin.com/in/sarah-m-kelly

# EXPERIENCE

## TEACHING ASSISTANT FOR METHODS OF PUBLIC POLICY ANALYSIS Syracuse University

Aug. 2019 - Present

Oversee and advise students' research reports • Serve as a point of contact between the students and professor • Provide support for student-client interactions

## CAPTAIN/PRESIDENT

#### Syracuse University Women's Club Ice Hockey May 2018 - Present

Maintain \$11,000 budget and \$3,000 in member dues • Organize season long game schedule and practice schedule, including rink time and referees

#### REGIONAL INTERN Office of Democratic Leader Charles E. Schumer Summer 2019

Assist with press conferences • Attend constituent meetings • Compile news clips from local newspapers and monitor local media • Respond to and assist with constituent issues • Research demographics of the Capital Region and Upstate New York to determine important issues and the impact of federal policies

## COMMUNICATIONS INTERN

## The New York State Department of State

#### Summer 2018

Create fact sheets and outreach materials • Build slide decks • Assist in events and off-site presentations • Produce social media posts to showcase projects

## WORKSTUDY

#### Policy Studies Department, Syracuse University March 2017 - May 2019

Create, update and maintain websites for the Policy Studies Department, including the Department homepage, <u>http://maxwell.syr.edu/policy-studies</u>, and the Skills Win Database, <u>http://skillswin.syr.edu/</u> • Coordinate, lead and calculate scores for the Maxwell Scholarship Competition • Administrative support

#### RESEARCH CONSULTANT University Neighborhood Preservation Association Jan. 2018 - May 2018

Conduct research regarding stakeholder's expectations of the housing environment around Syracuse University • Analyze data and develop a report on attitudes towards the housing environment and other issues in the University Neighborhood • Develop a policy proposal

## INNOVATION AND PARTNERSHIPS INTERN The Research Foundation for SUNY

Summer 2017

Connect commercialization partners to SUNY innovations • Evaluate marketability and patentability of new technologies • Aid in customer discovery process of new innovations • Support the 64 SUNY campuses to engage with START-UP NY through data collection, plan development and reporting

## **CUSTOMER SERVICE/CASHIER**

A. Frame Imperial Pools May 2015 - Present Identify and solve client's problems • Phone support