

SARAH VICTORIA CLARK

Skills

- Strong public speaking and presentation skills
- Trained in customer service
- Excellent time management skills
- Strong written and verbal communication skills
- Inventory management
- Proficient in Microsoft Office Suite, Adobe Creative Cloud and OBS Broadcaster Software
- Experienced problem solver
- Comfortable working in a team environment
- Self-starter and self-directed

Education

University of Kentucky

Bachelor of Science in Integrated Strategic Communication / May 2021

- Minor in Business
- Lewis Honors College

Experience

University of Kentucky Visitor Center- Lexington, Kentucky

Campus Ambassador and Tour Guide / May 2018 - Present

- Lead prospective students in groups of 25-30 students around the university's campus
- Responsible for scheduling visits, greeting visitors and other basic office tasks
- Travel to various cities across the country to speak at preview events for the university

University of Kentucky Athletic Performance Nutrition- Lexington, Kentucky

Performance Nutrition and Fueling Station Intern / December 2018 – August 2019

- Interact with athletes and assist them with cooking, picking of foods and protein shake preparation
- Comply with and enforce all NCAA, SEC and University policies regarding athlete nutrition
- Manage inventory, food expiration dates, assist with orders and train new employees

Diasys Diagnostic Systems USA, LLC – Wixom, Michigan

Business Operations and Communications Intern / May 2018 - August 2018

- Managed inventory for a veterinary reagent and lab product supplier
- Process and package customer orders that were temperature sensitive and required specialized packaging and temperature monitored from shipment to delivery

- Trained in lab techniques including running tests on a centrifuge and pipetting reagents
- Thirty percent of time spent as direct assistant to CEO

University of Kentucky Campus Recreation and Wellness- Lexington, Kentucky

Facility Assistant and Supervisor / January 2018- Present

- Coordinate front office and patron check-in procedures at campus fitness centers
- Monitor fitness areas, enforce safety regulations and utilize CPR and First-Aid skills
- Promoted to supervise shift members and allow for smooth shift transitions
- Responsible for opening/closing facility

Leadership and Involvement

Student and Academic Life – University of Kentucky

UK 101 Peer Liaison / December 2019 – Present

- Organize 150 student leaders into class sections
- Create core curriculum for UK 101 class

Student and Academic Life – University of Kentucky

UK 101 Instructor / May 2019 – October 2019

- Teach an introductory course to introduce first-year college to students to the University of Kentucky

Baptist Campus Ministry - University of Kentucky

Freshman Bible Study Leader and Publicity Leadership Team

- Prepare and lead a Bible study for freshman
- Create content, take photos and update all BCM social media and website