



SARAH ROSE RICHARDSON

CONTACT

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W: SarahRoseRichardson.com

PERSONAL SKILLS

Creative
Organized
Reliable
Professional
Eager to Learn
Time-management
Motivated
Detail oriented

PROFESSIONAL SKILLS

Adobe Photoshop
Microsoft Office
Spanish (intermediate level)
Adobe InDesign
Canva
Final Cut Pro
iMovie
Public Speaking
Photography
Wordpress CMS
Social Media Management

SOCIAL

 Sarah Rose Richardson
 @SarahRoseRichardson
 @SarahRoseRich
 Sarah Rose Richardson

EDUCATION

**BACHELOR OF ARTS,
MAJORS IN COMMUNICATION AND THEATRE**
Saint Louis University | 2015-2019

EXPERIENCE

EVENT PRODUCTION ASSISTANT INTERN
CPG Agency St. Louis | January 2019 - May 2019

- Assist Associate/ Senior Producers with production tasks
- Research and design material for on-site events
- Follow event production from creation to execution
- Attend on-site events to ensure smooth execution

ASSOCIATE PRODUCTION MANAGER
Saint Louis University Theatre | August 2016 - Current

- Facilitated student-faculty communication
- Organized and led company production meetings
- Created show programs
- Designed headshot & display boards

PUBLICITY COMMITTEE
SLU Fine and Performing Arts | August 2016-Current

- Managed social media accounts for the Department of Fine and Performing Arts including **Facebook, Twitter, and Instagram**
- Created promotional materials including videos, photos, and social media posts
- Ran box office

PHYSICAL THERAPY TECHNICIAN
Athletico Physical Therapy | July 2014-August 2015

- Assisted patients with assigned exercises
- Scheduled appointments
- Cleaned and organized office

HONORS/ORGANIZATIONS

ALPHA PSI OMEGA, TREASURER & RECRUITMENT CHAIR
National Theatre Honors Society

MARTIN LUTHER KING SCHOLARSHIP RECIPIENT
Saint Louis University

PSI THETA
Communication Honors Society