

# Sarah Livingston

Kamloops, BC 250-574-0611 sgliving13@gmail.com

---

## COMMUNICATIONS MAJOR

As a communications student with a major in media studies, I have discovered a field that is both dynamic and versatile, as my education has allowed me to explore the art and science of human interaction. I have learned how messages are crafted, delivered and interpreted across different media and cultural landscapes. This major has equipped me with strong writing and speaking skills, as well as the ability to develop effective communication strategies. I have also gained a keen understanding of the ethical considerations involved in the field. With a blend of theoretical knowledge and practical experience, I am prepared to navigate and thrive in our interconnected world, while pursuing a minor in marketing.

---

## SKILLS

Punctual, organized and an effective communicator  
Acquire new skills with ease  
Able to effectively lead a team

Friendly, optimistic and patient  
Work as a team member  
Innovative, resourceful and proactive

---

## HIGHLIGHTS OF ABILITIES

- Strong writing and verbal skills, strategic communication
  - Critical thinking and articulating ideas effectively
  - Teamwork, leadership and people skills: building, collaborating, motivating and maintaining relationships
  - Public relations: managing public image and handling media relations of a company
  - Social media management: creating and maintaining content for platforms
  - Research proficiency: Identifying potential funding sources and gathering relevant data to support grant proposals
  - Time management: Meeting deadlines and managing multiple grant applications simultaneously
  - Attention to detail: Ensuring accuracy and completeness in all aspects of grant proposals
  - Adaptability: Tailoring proposals to meet the specific priorities and preferences of different funding organizations
  - Note-Taking and Typing: Efficiently taking meeting minutes and typing documents
  - Discretion and Confidentiality: Handling sensitive information with care and maintaining confidentiality
  - Organizational Skills: Keeping track of various grant requirements and documentation as well as recording documentation in an organized fashion
- 

## EDUCATION

- Current student at Thompson Rivers University Bachelor of Communications and Digital Journalism 2021-present
- High School Diploma at South Kamloops Secondary School 2015-2020

## COMPLETED COURSES

With a GPA of 3.43

- Organizational Behaviour (B)
- Introduction to Digital Media (A+)
- Introduction to Spreadsheets (A-)
- Introduction to Databases (A)
- Media and Public Relations (A-)
- Professional and Academic Proposal Writing (A-)
- Advanced Professional Communication (A)
- Online Journalism (A)
- Strategies in Crisis Communication (A-)
- Research Methods Communications (A-)
- Collective and Connected Indigenous Voices (B)
- Teamwork in Organizations (A)

---

## WORK EXPERIENCE

### **Volunteer Experience:**

Grant Writer and Secretary on the Board of Directors for the nonprofit organization  
Microbiology Outreach Foundation October 10th, 2024-current

### **Responsibilities:**

- Responsible for writing and developing grant proposals to secure funding for the Microbiology Foundation
- Responsible for recording the meeting minutes at each monthly meeting

### **Work Experience:**

Cashier at Natures Fare April 25th, 2024-current

Customer Experience Representative at Staples September 2023-April 21st, 2024

Team Lead at Dollarama August 2022-March 2023

Asst. Team Leader at Dollarama January 2021 - August 2022

Associate at Dollarama 2019-2021

### **Responsibilities:**

- Acting manager on duty
- Training new employees
- Handling cash procedures and safe codes
- Leadership, delegating and managing a team
- Responsible for receiving and putting out stock and keeping the store clean
- Responsible for invoicing vendors and scheduling store staff
- Responsible for opening and closing the store
- Responsible for overseeing work procedures and store safety
- Resolving workplace conflicts and emergencies
- Health and Safety Committee Member 2021- March 2023

---

## REFERENCES

References available upon request