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|  | Taylor Sandquist | | |  |
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| CONTACT 469-215-6548  sandquisttl@yahoo.com  Denver, CO 80222 | | SUMMARY Recent graduate educated in communications and attending graduate school for public relations. A motivated and hardworking individual eager to learn from successful professionals. Enthusiastic about joining a company where my hard work, dedication, and verbal and written communication skills will be an asset to the overall organizational success. | | |
| KEY SKILLS Time Management  Team Collaboration  Written Communication  Verbal Communication  Google Docs, Sheets, Slides  Microsoft Office  Hootsuite  Canva | | EDUCATION University of Denver  Master of Arts: Communication Management with Emphasis in Public Relations, 4.0/4.0 GPA, Expected March 2023  Related Coursework: Reputation Management and Crisis Communication, Media Channels and Technology, Ethics in Public Relations, Strategic Public Relations  University of Arkansas  Bachelor of Arts: Communication; Minor in Theatre  Dean’s List Honoree-every semester, Chancellor’s List Honoree- 4 semesters, 3.94/4.0 GPA, Athens Scholar Recipient, Graduated with Highest Distinction  Relevant Coursework: Public Speaking, Survey of Social Media, Organizational Communication, Intro to Mediated Communication, American Film Survey | | |
|  | | EXPERIENCE Communication Intern, CSG  1/26/2022- Will end 4/20/2022   * I created media lists for clients. * I wrote and sent many pitches to news reporters to get my clients in the news. * I monitored the media daily to track when clients were mentioned in the media and what was being mentioned about them.   Public Relations/Marketing Intern, Fort Smith Children’s Shelter  5/15/2021-7/26/2021   * I developed targeted content for social media platforms, including Facebook, Twitter, and Instagram. * I researched and evaluated competitor marketing and digital content. * I contributed analysis of previous social media posts and strategies to implement that better targeted our audience.   Bookseller (Temp), Barnes and Noble College (University of Arkansas)  8/17/2020-11/4/2020   * I operated the cash register, where I collected payments and provided change. * I assisted customers in finding specific products, answered questions, and offered product advice. * I stocked textbooks and pulled textbooks for online and in-person orders in a timely and accurate manner. * I restocked and reorganized clothes and merchandise as needed. | | |
|  | | ACTIVITES AND HONORS  * Lambda Pie Eta- National Honor Society for Communication Majors * Alpha Lambda Delta- National Honor Society for College Freshman * Theatre- Theatre Minor, high school and college productions, as well as volunteered for many different theatres | | |