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|  | Taylor Sandquist |  |
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| CONTACT469-215-6548sandquisttl@yahoo.comDenver, 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 SKILLSTime ManagementTeam CollaborationWritten CommunicationVerbal CommunicationGoogle Docs, Sheets, SlidesMicrosoft OfficeHootsuiteCanva | EDUCATIONUniversity of DenverMaster of Arts: Communication Management with Emphasis in Public Relations, 4.0/4.0 GPA, Expected March 2023Related Coursework: Reputation Management and Crisis Communication, Media Channels and Technology, Ethics in Public Relations, Strategic Public RelationsUniversity of ArkansasBachelor of Arts: Communication; Minor in TheatreDean’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, CSG1/26/2022- 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.
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|  | 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
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