

saraahoughton@gmail.com | (515)-664-9459 | linkedin.com/in/saraahoughton | saraahoughton.wixsite.com/portfolio

# Education

### **Iowa State University** Expected graduation: May 2024 GPA: 4.0 Bachelor of Arts, Advertising • Minors: English, Spanish 6-week study abroad at University of Valencia Work Experience Greenlee School of Journalism Aug. 2023 - Present **Communications Writing Intern** Write news releases, feature articles and newsletter content for the Greenlee School Plan and create social media content for Instagram, Facebook, Twitter, and LinkedIn Deksia May 2023 - Aug. 2023 Content Intern Ideated, wrote, and revised copy for client social media calendars, newsletters, and blogs · Collaborated with creative teams to create social media content Used Sprout Social to create monthly account reports and schedule content Monitored and managed accounts through Facebook Business Manager LAS Study Abroad Aug. 2022 - May 2023 Study Abroad Ambassador Developed social media strategy and created Instagram photo, graphic and video content Shared my study abroad experience at class presentations and study abroad fairs Updated study abroad program database Greenlee School of Journalism Aug. 2022 - May 2023

Peer Mentor

- Planned professional networking and social events for 2 learning communities with over 50 students
- Advised students on academic and career-related matters

## **Student Involvement**

### Cardinal & Gold Ad Agency Club

President

- Planned and led club meetings and client meetings
- · Led the content team by creating project timelines, delegating work and guiding collaboration
- Executed fall campaign and increased participation from 10 to 25-30 consistently attending members

Project Manager

### Skills

Google Workspace, Microsoft Office | Sprout Social, Facebook Business Manager, Instagram, Facebook, TikTok | Adobe Illustrator, Photoshop, InDesign, Canva | Knowledge of AP style

Jan. 2023 - May 2023

Jan. 2022 - Dec. 2022