

# Sara McNicholas

---

## SKILLS

- Strategic Storytelling
- Content Creation
- Market Research
- Graphic Design Experience
- Experience with Client Relations
- Team Collaboration

## EXPERIENCE

### **Crestwood Recreation and Wellness Center – Front Desk Attendant**

August 2022 – Present

- Greet members and guests who enter the facility.
- Answered phone calls and communicated the pricing and requirements for different memberships and activities with guests.
- Complete transactions and write the purchases for each day's records.

### **Publishing Hackers – Social Media Intern**

August 2023 – January 2024

- Researched social media platforms for clients to provide content options.
- Created scripts for clients' video posts, designs for social media pages, and edited videos to be ready to post each week.
- Posted approximately three weekly pieces for three channels across each client's Facebook, Instagram, and TikTok pages.
- Spoke with clients and presented research and drafts of social media posts for pages.

### **Democratic National Convention 2024 – Volunteer, Political & Coalition Group**

August 19 – August 22, 2024

- Assist Delegates with acquiring credentials, organizing groups, and assisting state staff with necessary tasks.

## PUBLISHED WRITING

[“Mail-in Voting Delays in Chicago Primary Could Follow Voters to November”](#)

Published May 2024 to the RedLine Project, UIC Communication students' official publication. Co-authored with Esteban Alducin.

## EDUCATION

**University of Illinois Chicago – BA English, Concentration in Creative & Professional Writing, Minor in Communication**

Aug 2022 – December 2024, Chicago, IL