

Sara Collins

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About Me: I've always loved writing but was not aware of how passionate I was until I got into high school where I took all honors and AP classes. My time in those classes pushed me to want to be a writer and showed me the time management and organization skills I still use today.

Education

Albright College, Reading, PA

Graduation: May 2023

Bachelor of Arts in English

Relevant courses: Composition, Dickinson & Whitman, Survey American Lit, Beowulf's World, Shakespeare, Romanticism, Writing with Texts, Creative Writing, British Texts from 1780, Writing for Professional Success, Junior Seminar: Literary Criticism & Theory, Black Woman Writers

Academic Projects:

Creative Writing- Novella: thriller/mystery (20,145 words)

Shakespeare- Research Paper: Love Derived From Threats in Shakespeare (3,000 words)

Work Experience

Gerben Perrott PLLC

March 2022-Present

Freelance Biography Writer

- Conducts research to find history/origins of the company being written about
- Uses legal terms to ensure the trademarks are being talked about correctly
- Writes 800-1,000 word biographies on the company assigned

Albright College, Reading, PA

February 2022 - Present

English Department Assistant

- Creates a voice for the English Department by conducting interviews of the new faculty which led to social media experience
- Helps professors by making copies for them which led to them having time for other tasks
- Sets up interviews by emailing staff helping with communications
- Helps get alumni in contact with current professors and/or their old professors

BnB Cigars, Philadelphia, PA

May 2021 - Present

Store Attendant (Seasonal)

- Counts inventory to keep products up to the standard amount by putting the information in to the system
- Keeps store clean by swiffering, vacuuming, cleaning windows, and other duties to have the store presentable for customers
- Prints out papers and puts boxes together carefully to ensure customers get their shipments in the best conditions
- Assists with closing/opening operations by putting things where they belong

Overton & Associates, Reading, PA

November 2021-November 2021

Book Mover (Temp)

- Helped use the dumbwaiter to get books out of the building
- Carried and moved heavy books to stack them for further movement
- Organized books onto shelves for storage

GAP Inc., Philadelphia, PA

June 2021-August 2021

Sales Associate

- Provided pleasant customer service
- Checked inventory and restocked the floor
- Responsible for store displays
- Did ship from store orders
- Assisted customers with locating items
- Restocked shelves
- Kept store clean

Rita's Italian Ice, Philadelphia, PA

June 2021-June 2021

Treat Team Member

- Learned food prep operations and made water ice
- Communicated with customers and used upscaling skills
- Served and rung up customers at the register
- Cleaned the store during breaks, openings, and closing

Volunteer

Brightly Inc.

October 2019-Present

Brand Ambassador

- Tests out products
- Finds creative ways to be more sustainable
- Makes social media posts to increase sales and knowledge of eco-friendly brands
- Was scout of the week

Crisis Text Line

February 2022-Present

Counselor

- Helps others get resources they need to better themselves
- Communicate with others to show empathy and care
- Helps community/clients to deal with mental health, depression, and suicidal thoughts
- Guides others into a healthier headspace through accessing the situation

W.B. Saul High School, Philadelphia, PA
2018

October 2018-October

Greeter

- Kept count of everyone who came into the fair
- Communicated with a diverse group of people welcoming them and guiding them to where they need to go

Skills: Creative Writing, Microsoft Office Suite (Word, Excel, PowerPoint), Adaptable, Typing 64 wpm, JavaScript (basic), English Literature, English, Research, Google Docs, Windows, Writing, Proofreading, Leadership, Communication, Resilience, Critical-thinking, Problem-solving, Processing, Web Design