

Sara Quinby

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EDUCATION

Bachelor of Arts

May, 2025

University of Central Florida, Nicholson School of Communication and Media

Orlando, FL

Major: Journalism: Print/Digital

Minor: Political Science, pre-law

Relevant Coursework: Magazine Editing & Production, Electronic News Gathering, American Constitutional Law, Advanced Spanish Communication, Social Media as Mass Communication

PROFESSIONAL EXPERIENCE

Benefits Advisor

Dec. 2025 - Present

HealthInsurance.com

Tampa, FL

- Handle high-volume inbound calls, assisting with medicare focused health insurance inquiries and plan selections.
- Verify Medicare and Medicaid eligibility using multiple verification systems such as Marx, Jarvis, MProducer and Sunfire. Navigate dual monitored systems and utilize CRM platforms and tools to manage client data, track interactions and update client information.
- Follow strict compliance guidelines while building rapport with clients to establish trust and analyze and compare plan options for cost saving and improved benefits. Present personalized plan recommendations and effectively communicate value to drive enrollments.

Lead Hostess, Server

Nov. 2023 - July, 2025

Cafe Tu Tu Tango

Orlando, FL

- Coordinated guest seating and maintained organized front-of-house operations while also managing incoming calls, reservations, guest greetings and take-out orders. Trained new staff effectively and supported overall team development.
- Assisted with event inquiries and customer engagement.
- Processed cash and credit transactions after taking guests' orders with tailored recommendations from the menu.

Multimedia Reporter, Copy Editor, Associate Producer

Oct. 2022 - May 2025

The Charge News

Orlando, FL

- Produced multimedia news tailored content across multiple platforms to support audience engagement.
- Conducted interviews through different techniques such as cold calls, man-on-the-street, email and in-person scheduled interview styles.
- Wrote and edited news, sports, culture, and academics-based stories to drive content
- Ensured accuracy, clarity and consistency in published content through a direct CRM to website publication platform.
- Served as Copy Editor, reviewing and refining other reporters' content for publication standards
- Supported production as Associate Producer for "The Charge Latino," assisting with show development, leading class lectures and coordinating due dates to ensure quality and expectations.
- Mentored peers and contributed to a collaborative news production team and workflow.

Event Coordinator - Reporter

Sept. 2024- Dec. 2024

Centric Magazine

- Planned and executed magazine launch events, including venue coordination and logistics.
- Designed promotional materials and supported marketing campaigns like tabling events and outreach efforts.
- Created editorial content for publication in the magazine.

Orange County Public Schools

May 2024- Aug. 2024

Public Relations Intern

- Supported communications and administrative operations across multiple departments. Attended and assisted school board meetings and annual events.
- Drafted official documents such as recommendation letters and annual reports.
- Assisted with social media content creation and marketing materials. Supported graphics and web teams with information and content development.
- Researched and documented historical school information for internal use.

SKILLS

AP Style, Public Relations, Content and Copy Editing, Time Management, Leadership, Effective Communication, Critical Thinking, BLOX, Content Production (long form and short form), Data Collection/Research, Data Entry/verification, Adobe Premiere Pro, Word, Excel, PowerPoint, Canva, Marketing, SMO, OpenTable, TripleSeat, CRM systems & Database management.

**References available upon request.*