

Sara Quinby

(813) 459-4852 · saraqy1@gmail.com
3200 N Alafaya Trail, Orlando, FL, 32826

EDUCATION

Bachelor of Arts

University of Central Florida, Nicholson School of Communication and Media

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

May, 2025

Orlando, FL

PROFESSIONAL EXPERIENCE

Cafe Tu Tu Tango

Nov. 2023 - Present

Lead Hostess

Control front-of-house organization and seating. Acknowledge and greet all guests as they enter and exit the restaurant with a positive attitude. Answer all calls to the front desk, answering any questions the caller may have, as well as creating reservations or event leads. Managed take-out orders and art sales; processed all cash and credit transactions. Trained new staff, and reported progress to management.

The Charge News

Oct. 2022 - May 2025

Multimedia Reporter

Created and contributed multimedia content to support dynamic storytelling and audience engagement. Sourced Interviews through cold calls, emails, and man-on-the-street style journalism techniques. Asked thoughtful and engaging questions to enhance the quality of articles and videos produced.

Copy Editor

Jan 2025- May 2025

Provided copy edits to all news and sports stories for the Spring 2025 semester, ensuring clarity, accuracy, and adherence to style guidelines.

Associate Producer - The Charge Latino

Jan 2025- May 2025

Contributed to content development and oversaw the final show/newscast production. Provided leadership and mentorship to peers and underclassmen, fostering a collaborative and growth-oriented environment.

Centric Magazine

Sept. 2024- Dec. 2024

Event Coordinator - Reporter

Organized and executed a successful magazine launch event, including venue selection, event decor, and invitation design. Led marketing initiatives, including event tabling and promotional flyer development, to increase awareness and engagement. Developed and contributed original editorial content for publication in the magazine.

Orange County Public Schools

May 2024- Aug. 2024

Public Relations Intern

Assisted with various administrative, communications, and research tasks across multiple departments. Responsibilities included drafting recommendation letters, gathering data for official reports and guides, supporting school board meetings, writing feature stories, providing aid to the Graphics/Web and Marketing teams, documenting historic school locations, and aiding in the creation of social media content.

PROFILE SUMMARY

Experienced and driven content creator with a strong background in public relations and multimedia journalism. Proven ability to thrive under tight deadlines and deliver high-quality work. Demonstrated leadership through key roles with The Charge, the University of Central Florida's student-produced news website. Highly organized, goal-oriented, and collaborative in fast-paced media environments.

EXTRACURRICULAR ACTIVITIES

Phi Eta Sigma Honor Society

Aug. 2023- May 2025

Knights Pre-Law Association - Founding Member

Aug. 2021 - Dec. 2023

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, Adobe Premiere Pro, Word, Excel, PowerPoint, Canva, Marketing, SMO.

*References available upon request.