

# SARA QUINBY

PUBLIC  
RELATIONS/JOURNALISM

## CONTACT

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## PROFILE SUMMARY

Experienced and driven journalist with a strong background in public relations and multimedia content creation. 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.

## EDUCATION

2021-2025  
UNIVERSITY OF CENTRAL FLORIDA

Bachelors of Journalism and Digital  
Media with a minor in Political Science

2017-2021  
RIVERVIEW HIGH SCHOOL

## 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

## LANGUAGES

- English: Fluent
- Spanish: Basics

## WORK EXPERIENCE

**The Charge News** JAN. 2025 - MAY 2025  
Copy Editor & Associate Producer

- Copy edited all news and sports stories for the Spring 2025 semester, ensuring clarity, accuracy, and adherence to style guidelines.
- Associate Producer for The Charge Latino, contributing to content development and overseeing the final show/newscast production.
- Provided leadership and mentorship to peers and underclassmen, fostering a collaborative and growth-oriented environment.
- Created and contributed multimedia content to support dynamic storytelling and audience engagement.

**Centric Magazine** Sept. 2024- Dec. 2024  
Reporter & Event Coordinator

- 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, aiding the Graphics/Web and Marketing teams, documenting historic school locations, and creating social media content.