

Sarah Neice 2345 194th Pl. Shoreline, WA 98177 206.909.2789 SDNeice@hotmail.com

Skills:

Windows Live Movie Maker, PPT, Google docs, Facebook analytics, Photoshop (GIMP), InDesign, Flash, Audacity, SEO strategy, Hootsuite, Instagram, Trello, Periscope, Canva, YouTube, Medium, Wordpress, CRM.
Managerial experience.

Education:

Shoreline Community College

AAS degree, 2008

45+ ECE credits

Service learning; Jamaica, 2007

The Ebbtide Staff writer, 2007-08

University of Phoenix Online

BS in Communications, 2012

Media and Technology

Internship:

Random Original Productions

Seattle, Wa.

July – October, 2011

Associate Producer, Accounts Executive, Office Assistant

Cold-calling, call script, product and service knowledge, appointment setting, motivating interest in ROP's online tv show. Booking guests, meeting with clients, greeting guests on set. Brainstorming with creative crew, production assisting, social media management, SEO, internal communications, blogging, copywriting. CRM.

<http://www.imdb.com/name/nm4653146/>

Volunteer:

Volunteer tutor

2006-07

NowOnTour.com

Staff writer, 2006

Solicitor11.com

Assistant editor, copywriter, copy editor,
social media manager.

2004

Media Coordinator

Edmonds Illusions Gymnastics

2011 - 2013

Coffee Party USA

Content Specialist

2015 – present

Indivisible Team – North Seattle

Social Media Management

2017

Employment:**Income Store**

November, 2017 – present

SEO writing, editing, posting. Deadlines, communication, invoicing.

Washington Athletic Club

Seattle, WA

Lead Gymnastics Instructor, Special Events Lead

September, 2003 – September, 2013

Oversee gymnastics program; lesson planning, classroom management, communication with families, child development and gymnastics skill progressions, organization and sanitation. Event planning.

Participation in youth fitness camps.

Lifeguard (temp)

January – June, 2011

Opening and closing duties, keeping pool and surrounding areas clean and organized, customer service, chemical testing, safety, communication with pool staff, aquatics supervisor, and engineering department.

City of Edmonds, Parks & Recreation

Edmonds, WA

May, 2006 – June, 2007

Lead Gymnastics Instructor, Team Coach, Special Events Lead

Adherence to city and program guidelines; paperwork and filing, lesson plans, keeping athletic areas clean and organized, safety, and first aid. Gymnastics instruction: spotting technique, skill progressions in the four women's disciplines trampoline, strength, flexibility, basic dance, choreography, and cirque.

Event planning, set up, execution and clean up. Fund raising activities and Booster Club events.

Cascade Elite Gymnastics

Mountlake Terrace, WA

February, 2003 – December, 2006

Gymnastics Instructor, Birthday Party Manager

Recreational, mobile, preschool, birthday, and league program lessons. Spotting technique, safety, skill progressions for beginner through advanced intermediate-level gymnastics in the four women's disciplines, trampoline, strength, flexibility and basic dance. Management of birthday program; assistance hiring and evaluating staff, party planning, execution and collection of payment. Competitive league program including assistant meet director duties. Fund raising and promotional events. Operation of company vehicle.