

Sophie Bergmann

Southern Methodist University, Dallas TX

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EXPERIENCE

UMass Chan Medical School, Worcester, MA — *Administrative Assistant*

Summer 2022, 2023

As an Administrative Assistant in the Department of Molecular, Cancer and Cell Biology at UMass Chan, I was tasked with organization of grants and budgets on Microsoft Excel and Office, the preparation of marketing materials (posters, social media posts, graphics, etc.) for nonprofit fundraising, and coordinating staff communications.

UMass Chan Office of Advancement, Shrewsbury, MA — *Communications Intern*

Summer 2024

As a communications intern in the Office of Advancement and Communications at UMass Chan, I wrote copy for emails, fliers, and letters to alumni and donors. I also conducted interviews with employees and alumni for the monthly newsletters, coordinated the distribution of marketing materials via email and newsletters, created graphics for various departments and clinics, and coordinated staff communications.

EDUCATION

Southern Methodist University, Dallas, TX — *B.A. Journalism, Graphic Design Minor, SMU-TV Intern*

August 2022 - June 2026

Currently working towards a Bachelor's degree in Journalism with a minor in Graphic Design

GPA: 3.521

INVOLVEMENT

Delta Gamma — *Director of Recruitment Events*

Oversaw event logistics for Delta Gamma's Alpha Upsilon Chapter recruitment at SMU, including decoration setup and teardown, creation of marketing posters emphasizing philanthropy and sisterhood, and on-site coordination between rounds to maintain smooth, organized operations.

SKILLS

Marketing

Writing

Communication

Microsoft Excel & Office

Project Management

Analytical and Organizational Skills

Customer Service and Engagement

Photography

Canva

Adobe Lightroom, Photoshop, Audition, Premiere, InDesign, Illustrator

Sony NX5U Professional Camera

Podcasting - Recording and Editing

AP Style

Gathering and reporting news across multiple platforms

Social Media skills

SMU Daily Campus — *Senate Reporter and Video Editor*

Attended weekly Student Senate meetings to report on key developments, take detailed notes and capture video content. Produced and edited weekly recap videos on a tight turnaround, delivering polished content for next-day Instagram publication.