

# SARA WEIDNER

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## EDUCATION

**Moravian College | Bethlehem, PA** 08/2014-  
Bachelor of Arts in English with 05/2018  
Writing Arts Certification GPA: 3.72  
Minor in Spanish Magna Cum  
Laude

## WORK & RELATED EXPERIENCE

- **Teaching Assistant, Women in Media Class | Moravian College** 01/2019-  
• Collaborate with the Professor to teach the class and help plan some lectures 05/2019  
• Present lectures to class on related topics and proper research methods  
• Supervise the class in Professor's absence and conduct citation workshops
- **Intern | Moravian College Graduate & Continuing Studies** 01/2019-  
• Assist with transcript evaluations 05/2019  
• Participate in phone-a-thon outreach  
• Volunteer at graduate outreach tables and events
- **Professional Writing Tutor | Northampton Community College | Bethlehem, PA** 08/2018-  
• CLRA (college reading & learning association) level 1 certified 05/2019  
• Assist students with writing assignments  
• Visit classrooms to promote the Learning Center and tutoring services
- **Administrative Office Assistant | Moravian Archives** 05/2018-  
• Collaborate with the office manager with front desk clerical work 05/2019  
• Assist with events, receptions, and conferences
- **Alumni Volunteer | Backpack to Briefcase, Professional Development Seminar | Moravian College** 01/2019  
• Assist with presentations and collect evaluations  
• Administer certificates at conclusion of program  
• Discuss post-graduate experience as a speaker on young alumni panel
- **Social Media Content Creator & Blog Manager | Moravian College Public Relations Office** 05/2018-  
• Assist Internet Marketing Manager with college website upkeep and promotional marketing 08/2018  
• Manage articles, deadlines, and contact amongst bloggers  
• Upload and build student insider blog posts in Drupal about Moravian College and the Bethlehem community
- **Presenter | Mid Atlantic Writing Centers Association Conference | Rowan University** 04/2018  
• Lectured at regional conference about Connection, Cooperation, & Collaboration: Building Community in the Writing Center, Writing Classroom, and Beyond
- **Writing Fellow | Moravian College Writing Fellowship** 08/2017-  
• Nominated by faculty to work with freshmen on developing college level writing skills 12/2017  
• Assist first-year writing seminar Professor with assignments and editing/reviewing student essays

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- **Event Planning and Outreach Intern | Downtown Bethlehem Association, Greater Lehigh Valley Chamber of Commerce** 01/2017-04/2017
- Organizer, Music at the Meadery event, Colony Meadery at the Moravian Book Shop, 428 Main St, Bethlehem, PA 18018
- Wrote press releases and registered participants for February Chocolate Trail
- **English and Editing Intern | Galvanized Brands | Bethlehem, PA** 01/2016-05/2016
- Served as Manager of intern group and organized ice cream taste test for frozen foods section of magazine
- Wrote articles & conducted research for Summer 2016 publication of Eat This, Not That magazine
- Researched article topics and contacted businesses and individuals for nutrition information
- **Student Ambassador | Moravian College English Department** 08/2016-05/2018
- Represent the English department during classroom info sessions at open houses
- Speak with prospective students and families about the English department
- **Writing Center Tutor | Moravian College Writing Center** 08/2016-05/2018
- Nominated by faculty to assist students with writing assignments
- Edit papers and multimodal projects as well as tutor them in writing techniques
- Planned and organized National Day on Writing event Fall 2016 & Fall 2017
- **Library Clerk | Schuylkill Valley Community Library | Leesport, PA** 05/2016-08/2016
- Organized children's activities and oversaw events for Summer Reading Program
- Read books to children for Story Time

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## LEADERSHIP

- GOALS Leadership Certified, Moravian College, 2018
- Member, Omicron Delta Kappa, National Leadership Honor Society, 2017
- President, Sigma Tau Delta, International English Honor Society, 2017
- President, Zinzendorf Literary Society, Moravian College, 2016-2018
- President, The Manuscript Literary Magazine, Moravian College, 2016-2018
- Community Section Editor, The Comenian College Newspaper, Moravian College, 2016-2018
- Moravian Leader, Moravian Leader Celebration, 2015 & 2017

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## AWARDS &

## HONORS

- English Prize, Moravian College Senior Awards Ceremony
- Member, Phi Sigma Iota, International Foreign Language Honor Society
- Trustee Scholarship
- Timothy Breidegam Memorial Scholarship Fund
- Speaker, 2018 Senior Awards Ceremony, Moravian College
- Speaker, 2017 Scholarship Lunch, Hotel Bethlehem
- Speaker, 2016 Zinczenko New Media Center Dedication Ceremony, Galvanized Brands, Moravian College
- Published in *Eat This, Not That* summer 2016 magazine
- Published in *Discovered Poetry Compilation*, American Library of Poetry, 2013

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## SKILLS

- Languages: Spanish (conversational)
- Microsoft Office (Word, Mail Merge, Excel, PowerPoint, Publisher)
- Google (Drive, Docs, Draw, Slides, Sheets)
- Adobe (Photoshop, Illustrator, InDesign)
- Wordpress
- Canva Design
- Social Media Management (Facebook, Instagram, Pinterest)