

SARAH GRACE WHITTEN



EDUCATION

HIGH SCHOOL DIPLOMA • MAY 2023

Pearl High School Pearl, Mississippi

DUAL CREDIT • MAY 2023

Hinds Community College Pearl, Mississippi

BS IN COMMUNICATION DIGITAL MEDIA PRODUCTION • MAY 2026

Mississippi College Clinton, Mississippi

KEY SKILLS

- ~ Run a sound board
- ~ Adobe Audition
- ~ Script proficiently
- ~ Proficient with hand and power tools
- ~ Communication
- ~ Time efficient
- ~ Flexible
- ~ Multitasking
- ~ InDesign
- ~ Photoshop
- ~ Illustrator
- ~ Word
- ~ Excel
- ~ PowerPoint
- ~ ProPresenter

EXPERIENCE

FRONT OF HOUSE • DECEMBER 2020 – MAY 2024 • SEPTEMBER 2024-PRESENT

Chick Fil A • Brandon, Mississippi

- ~ Provided welcoming and positive customer service to customers and fellow employees
- ~ Able to maneuver around POS Systems and override them when it is needed.
- ~ Proficient at bagging food items safely and in an organized fashion
- ~ Demonstrated communication skills
- ~ Assisted in training new employees
- ~ Demonstrated excellent time management skills during busy hours.

SERVER • MAY 2024-SEPTEMBER 2024

River Hill Tennis Club • Jackson, Mississippi

- ~ Take orders in a timely manner while providing a comfortable conversation with the customer
- ~ Multitasking while taking orders, holding conversations, running food orders, and making/taking drinks
- ~ Communicating well with coworkers, managers, and customers
- ~ Running food out for tables

VOLUNTEER

Blue and Gold Media August 2024 – Present

Mississippi College Clinton, Mississippi

- ~ Ran cameras at sporting events
- ~ Produced sporting events
- ~ Directed cameras during media events

Assitant Leader August 2022 – Present

Girl Scouts of Greater Missisippi Pearl, Mississippi

- ~ Ran events for Girl Scouts
- ~ Helped teach girls how to become model citizens and young ladies

FBC of Pearl August 2020 – Present

First Baptist Church of Pearl Pearl, Mississippi

- ~ Ran ProPresenter on Sunday Morning services
- ~ Taught children's church and Wednesday night Church for the youth
- ~ Taught dance at Vacation Bible School

RADIO BROADCAST ENGINEER ASSISTANT •JANUARY 2024-PRESENT

Digio Strategies • Ridgeland, Mississippi

- ~ Provided help with the construction of cubicles
- ~ Helped run software on computers, PC, and sound boards
- ~ Helped set up for RadioThon
- ~ Worked on Automation such as NextGen and Audio Arts Board sound board

AUDIO VISUAL TEAM • FEBURARY 2024 – PRESENT

Mississippi College • Clinton, Mississippi

- ~ Ran an analog sound board
- ~ Mixed different sound effects and songs for One Acts
- ~ Ran an audio interface sound board for a computer
- ~ Ran a light board
- ~ Adjusted audio input using jumper wires
- ~ Microphone maintenance

CONTACT INFO

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ADDRESS

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