

# Sarah Mitchell

## Education

Michigan State University; East Lansing, MI  
Bachelor of Arts, Professional Writing

- Honors College
- Dean's List Fall 2015

Aug 2015 - Present

Waterford Mott High School; Waterford, MI  
High School Diploma

- National Honors Society
- Select Fifty Award

Sep 2011 – June 2015

## Experience

Office Assistant  
Department of Writing, Rhetoric, and American Cultures  
Michigan State University, East Lansing, MI

- Facilitated projects containing confidential information
- Assisted faculty and staff within department

Feb 2016 – Present

Floor Representative  
Snyder-Phillips Hall Government, Michigan State University,  
East Lansing, MI

- Organized floor event
- Supervised 17 attendees of floor event

Sep 2015 – Present

Page  
Waterford Township Public Library, Waterford, MI

- Collaborated with 4 fellow pages to assist patrons and keep library organized

Jun 2013 – Jan 2015

## Skills

- Proficient in Microsoft Word, Microsoft PowerPoint, Adobe Illustrator, Adobe Photoshop, and Windows Movie Maker
- Proficient in HTML and CSS
- Conversational Spanish