

# SARAH D'ARCY

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## EDUCATION

The Pennsylvania State University  
Bachelor of Arts, Communications, December 2015  
GPA: 3.0

## COLLEGIATE INVOLVEMENT

Alpha Sigma Tau Sorority 2011-2015

- Performed various roles for the sorority that included Vice President 2012-2013, Clothing Chair 2012-2013, Recruitment Chair 2011-2013, Greek Council 2012-2013, Publicity Chair 2011-2012, Social Chair 2011-2012, and Tau Honor Council 2011-2012
- Planned, promoted and organized a Greek Ball for two fraternities and two sororities to recognize community service projects
- Planned, promoted and organized Greek Week that included educational and social activities for the college community

STUDENT GOVERNMENT ASSOCIATION, 2013-2015

Secretary, 2013-2014

- Record the minutes of all Senate meetings and the minutes of any other SGA meetings and publish records on database
- Document all attendance at all Senate meetings and maintain an accurate attendance record including a full roll call of all members present and absent, a list of all SGA vacant seats, and the names of all guests at the meetings.
- Maintain an accurate and permanent record of all legislation, resolutions, and other action taken by the SGA.
- Maintain a permanent record of all incoming and outgoing correspondences of the SGA, and making known to the Senate of all correspondences.
- Conduct any polls, surveys, or interviews deemed necessary by the Senate.
- Contact registered student organizations of Penn State Altoona and for reporting status in each of these areas: financial, programming, and membership.
- Planned, promoted and organized the Blue and White Ball to raise awareness of Pediatric Cancer and to also promote THON to the Penn State Community

Public Relations, 2014-2015

- Be in charge of promoting SGA meetings and initiatives
- Update and promote awareness of SGA to faculty and students by:
  - Designing creative posters and flyers
  - Maintaining the SGA's website and Orgsync page by
    - Posting events
    - Maintaining the calendar
    - Conducting Polls
    - Posting Photos

SAFE ZONE, Leader, 2014-2015

- Certified as a leader to have or create a place where all people feel safe, welcome and included
- Advocate for their LGBTQ peers, family members, friends, coworkers and for themselves. Creating safe zones or safe spaces

CANVAS, Art Club, President 2012-2013

- Coordinated art events, recruited new members as well as led biweekly meetings for members

Orientation Leader Captain, Welcome Week, 2012-2014

- Acted as an information agent to 30 freshman during Welcome Week and guided them to educational programs
- Lead a team of Orientation Leaders to guide over 1,500 First Year Students

THON, Member, 2012-2015

- Raised funds for the Four Diamonds Foundation through a mini THON at Penn State Altoona
- Leadership for Life member, 2013

- Attended workshops to gain skills on how to be an effective leader for clubs and organizations
- Tri-County Leadership Conference, Fall 2013

- Selected out of numerous applicants
  - Attended educational workshops on leadership as well as participated in role plays and simulations
- Campus Activities Board Special Events Chair, 2013-2014
- Assisted with planning educational and social activities for the college community

## **INTERSHIP EXPERIENCE**

Penn State Altoona, Office of Student Life, Altoona, PA

Event Planning Intern

January 2015 – December 2015

- Collaborated with various campuses and departments to fulfill Homecoming needs
- Plan and organize Homecoming 2015 that includes incorporating traditional school spirit, student involvement, activities, and community service events
- Educate student leaders on how to use ORGSYNC to manage their clubs and promote their events
- Market events to students using social media, ORGSYNC, and flyers
- Generate reports to track students' academic progress and engagement in college activities

Aribella Events, Philadelphia, PA

Assistant Event Planner Intern

May 2015 – August 2015

- Interacted with clients, coordinated wedding arrangements, and managed a \$25,000 budget
- Supervised five interns and delegated duties appropriated at weddings
- Coordinated set up and tear down of events as well as communicated with vendors
- Recorded inventory and ordered new supplies monthly

## **COMMUNICATION COURSE PROJECTS**

- Work with clientele to help promote, design, and create a website from scratch that represent the organizations core values and beliefs
- Developed a replica map of the Allegheny Portage Railroad, while designing the map to be informational and interactive for the viewers
- Work with a non-profit organization to create a commercial to promote their message and awareness
- Created a short film about a local organization's history within the town and their involvement within the community
- Designed and coded an animated game for a non-profit organizations to use on their website to promote their mission

## **VISUAL ARTS COURSE PROJECTS**

- Utilized visual art mediums such as charcoal, stone carving, molding, pastels, oil paints, acrylics, ink, and graphic design to generate projects
- Developed a multimedia project that included oil paints, yarn, silver jewelry, magazines, and newspapers to create an abstract poster
- Designed a movie poster for *The House Bunny* using three random objects to signify the characters
- Designed a medallion to represent an award for positive body image
- Utilized the backdrop of Medieval times to design a stone carving of a letter

## **COMPUTER SKILLS**

Microsoft Office, Photoshop, Maya, Flash, Illustrator, Premiere, Dream Weaver, Macintosh software, Adobe After Effects

## **AWARDS**

Fine Arts Academic Award  
Lion's Pride Award

Class of 1920 Memorial Scholarship  
Penn State's Student Affairs Award