

SARAH MOTLEY

motleysarah22@gmail.com | (513) 858-9218 | linkedin.com/in/sarahmotleyy

EDUCATION

Denison University , Granville, OH	May 2026
<i>Bachelor of Arts, International Studies and Spanish, Dean's List, Spanish Department Fellow</i>	GPA: 3.79
London School of Economics and Political Science , London, United Kingdom	June 2025-August 2025
<i>LSE Summer School, Department of International Relations</i>	

EXPERIENCE

Club Atlético Atlanta , Buenos Aires, Argentina	November 2024-December 2024
<i>Communications Intern</i>	
<ul style="list-style-type: none">Collaborated with Director of Communications to support media relations, press functions, and sponsorship initiativesSupported daily operations for professional women's teams, including training and match preparationEngaged directly with athletes and staff in a Spanish-speaking, professional environment	
City of Hamilton Government , Hamilton, OH	May 2024-July 2024
<i>Planning Intern</i>	
<ul style="list-style-type: none">Prepared agendas and official minutes for the Planning Commission and Architectural Design Review BoardConducted on-site property visits and participated in interdepartmental projects, using Spanish when necessaryTranslated documents from English to Spanish, created quantitative graphs, and researched local economic development initiativesServed as first point of contact for 15-30 daily phone calls, assessing needs and directing solutions to appropriate departments	
Walloon Lake Country Club , Walloon Lake, MI	June 2023-August 2023
<i>Summer Camp Counselor</i>	
<ul style="list-style-type: none">Facilitated daily programming for an average of 25 children ages 3 to 12, in a fast-paced, team-oriented settingPromoted safety, collaboration, and positive behavior through developmentally creative program	
Tulips Little Pop Up Shop , Bay Harbor, MI	May 2019-August 2021
<i>Salesperson</i>	
<ul style="list-style-type: none">Delivered personalized customer service to an average of 40 customers per day in a high-end boutique settingManaged point-of-sale systems, inventory tracking, and cash handling	

LEADERSHIP AND INVOLVEMENT

Denison University, Kappa Alpha Theta , Granville, OH	January 2023-Present
<i>Vice President of Operations</i>	November 2024-Present
<ul style="list-style-type: none">Coordinate formal and semi-formal events per semester, organizing logistics of venue, transportation, and attendance for a chapter of 100 membersOversee operational risk management and safety guidelines	
Denison University, Club Soccer , Granville, OH	August 2022-Present
<i>President</i>	
<ul style="list-style-type: none">Organize logistics for 6-8 games a semester and a biannual intercollegiate tournamentCommunicate with 60-70 Denison students through direct communication, media posts, and promotional materialsIncreased average game and practice participation from 20 members to 60-70 active members	

SKILLS

Spanish (Professional and Conversational Fluency) • Professional Communication in Multilingual Environments • Policy and Qualitative Research • Analytical and Policy Writing • Microsoft Suite and Google Workspace • Document Translation • Event and Operations Management • Meeting Documentation and Official Records