

SATIA BROWN

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ABOUT ME

I am an undergraduate student at the University of North Carolina at Chapel Hill. I am seeking opportunities to broaden my skill set and to take part in meaningful projects.

EDUCATION

2019 - Present

UNC-Chapel Hill

- B.A. Music Major
- Entrepreneurship & Korean Minor
- Current GPA: 3.5

EXPERIENCE

Aug 2021 - Present

Kenan Science Library at UNC - Chapel Hill

Student Library Assistant/Circulation Desk Attendant

- Assist and serve library patrons while conducting library circulation desk duties
- Conceptualize events held by the library to stimulate patron satisfaction
- Assist library supervisor in administrative tasks and client requests
- Maintain a clean and safe space for library patrons

Jan 2022 - Present

Yep Roc Music Group (Remote)

Business & Digital Marketing Intern

- Scheduled and designed social media posts
- Assisted in designing visual digital marketing material
- Updated and coordinated music streaming playlists
- Created & Analyzed Facebook & Instagram Ad Campaigns
- Attended and recorded minutes of A&R and Project Management meetings
- Completed & Distributed tasks across multiple workspaces (Insightly, Google Drive, Notion, etc.)

Aug - Dec 2021

HGAPS (Helping Give Away Psychological Science) - Social Media: Redesign Project

Team Member

- Worked with a team virtually and in person to develop solutions with HGAPS in mind
- Led, scheduled, and recorded company meetings
- Encouraged teamwork and interpersonal communication
- Conducted market research and interviews to identify trends and opportunity gaps
- Developed attractive and intuitive visual graphics for the company's social media
- Created and tested prototypes of products with clients
- Recorded and organized findings utilizing Microsoft and Google Applications
- Presented findings and pitch deck to a live audience

SKILLS

G -Suite & Microsoft Office Applications

Creative Writing

Professional & Blog Post Writing

Audio Editing & Video Editing

Graphic Design (Figma/Photoshop/Canva)

Social Media Management

Booking Appointments & Scheduling

Communication & Cooperation Skills

Critical & Creative Thinking

Time Management

Positive Attitude

Flexible & Fast Learner

Customer Service