

SARAH ACEVEDO

(754) 971-8130 | sarahacevedo127@gmail.com | Tampa, FL

EXPERIENCE

Athleta

Brand Associate

Tampa, FL

July 2022 – Present

- Facilitated the receiving, organizing, and auditing of 5000+ units of merchandise and office supplies.
- Educated customers on brand card benefits, new merchandise collections, and organizational promotions.
- Cultivated relationships with clients through clear communication and personal suggestions.

Circle

Content Writer Intern, Global Customer Experience

Remote

May 2024 – August 2024

- Wrote and edited 50+ information cards for the Customer Care and Business team's use.
- Assisted in auditing and editing 20+ Help Center articles.
- Revised and corrected translations into Spanish of 50+ Help Center articles.
- Built an internal newsletter and content plan for the Customer Care team, highlighting agents and industry news.

Orient Chef

Cashier/Assistant Manager

Pembroke Pines, FL

July 2020 – December 2021

- Handled primary customer service, managed store in supervisor's absence, created and adjusted schedules.
- Fulfilled phone and online orders, delivered to customers, and prepared, packaged, and coordinated orders.

CERTIFICATIONS

- HubSpot Academy - Social Media Marketing

EDUCATION

The University of Tampa, College of Arts and Letters

B.A in Communication, Media, and Culture | **Cumulative GPA: 4.0**

Tampa, FL

January 2022 - May 2024

Summa Cum Laude, Dean's List 2022-2024

- Phi Kappa Phi Honor Society (Member)
- HerCampus UT (Member) March 2023 – May 2024

Relevant Coursework: Communication & Digital Media, Principles of Advertising, Intro to Organizational Communication, Intercultural Communication, Communication & Law.

Universidad Pablo De Olavide

Study Abroad - Hispanic Studies, Communication, and Spanish Language

Seville, Spain

Fall 2023

Everglades High School

High School Diploma | Cambridge Academy Diploma | **Cumulative GPA: 3.6**

Pembroke Pines, FL

August 2017 - May 2021

SKILLS

- English (Native), Spanish (Working Capacity)
- Salesforce
- Canva
- Web Content Writing
- UX Research & Auditing
- Adobe Photoshop and Premiere Rush
- Internal Communications