



# SARAH OZGA

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*Strategic communications professional skilled in management, web design, and strategic planning. Currently searching for a job in the marketing industry in the Northeastern United States.*

## EDUCATION

### State University of New York at Oswego

Dual Degrees Completed May 2023

- Master of Arts in Strategic Communication
- Integrated and Social Media Advanced Certificate

### State University of New York at Fredonia Dual Degrees

Completed December 2020

- Bachelor of Science in Communication Studies, minor in Psychology
- Bachelor of Arts in Music Performance: Trumpet

## SKILLS

**Social Media Communications:** Instagram, Twitter, Snapchat, Facebook, TikTok

**Website/Online Learning:** Constant Contact, WordPress, Asana, Teamwork, Brightspace D2L, Blackboard Learn

**Design:** Canva

**Google Suite:** Sheets, Docs, Drive, Slides, Sites, Forms, Meet, Calendar

**Microsoft Office:** PowerPoint, Word, Excel, Teams, Research: Citrix SPSS, Google Analytics

**Writing/Research:** AP Style, Critical Analysis, Qualitative/Empirical Research

## EXPERIENCE

### **Editorial Assistant**, De Gruyter Publishing/Ulises Mejias, July 2023 – Current

This role requires managing submissions, website development, and effective communication techniques. I assist the team with content building, organization, creative collaboration with other agencies, and track website traffic.

### **Adjunct Professor**, SUNY Oswego, August 2022 – Current

I work alongside the communication faculty at SUNY Oswego to lead courses such as Survey of Public Relations and Writing in Public Relations. This is for students of all levels. I facilitate coursework through engaging discussions, lectures, and group work both online and face-to-face. I also must ensure students are given effective feedback with efficient grading of coursework for their personal success. Content development both online and physical is necessary for this role.

### **Graduate Assistant**, SUNY Oswego, August 2021 – May 2023

This was a two-year-long assistantship working alongside COM211: Communication in Business course coordinator Rose Marie Crisalli. I was tasked with teaching classes, assignment/quiz facilitation, grading, and overall student success planning. In the two years, I helped develop an open resource textbook, titled Business Communication for Managers, and an adjacent workbook for students to cut total tuition costs.

### **Strategic Communications Intern**, Chautauqua Women's Club June 2022 – August 2022

This nonprofit communications job required areas of marketing, development, and succession planning in executing a successful 9-week season at Chautauqua Institution. I worked with the marketing committee to enhance the CWC's social media presence and collaborated to continually seek target customer and social media trends. I collected data for future stakeholder relations and documented and assisted with the execution of stakeholder succession planning online.

### **Event & Fundraising Coordinator; House Associate** Chautauqua Women's Club, June 2018- August 2021

I assisted with fundraising planning and execution that included but was not limited to inventory organization, employee coordination, scheduling, training, project management, and volunteer coordination. I tracked invoices for event purchases and coordinated with the executive board of development to enhance overall company growth.

## GENERAL EMPLOYMENT

**Substitute Teacher**, Jordan Elbridge CSD, Sep 2021 – May 2022; Binghamton CSD, Jan 2022 – May 2022

**Personal Assistant**, Molly Brown, January 2020 – August 2023

**Disney College Program**, The Walt Disney Company, August 2023

## LICENSES AND CERTIFICATES

**Social and Behavioral Responsible Conduct of Research**, CITI Program, Issued Jan 2022

**Social and Behavioral Research**, CITI Program, Issued Jan 2022 – Expires Jan 2025

**Project Management Foundations**, LinkedIn Learning, Issued Feb 2022

**Developing Visual Campaigns**, LinkedIn Learning, Issued Feb 2022

**Communicating in Times of Change Certificate**, LinkedIn Learning, Issued Nov 2021

**Business Analysis Foundations: Strategy Analysis**, LinkedIn Learning, Issued Apr 2022

**Data Visualization: Storytelling**, LinkedIn Learning, Issued Feb 2022

- Current

## LEADERSHIP/AWARDS

**Outstanding Graduate Student Award**, SUNY Oswego, Fall 2022

**Dean's Writing Award**, SUNY Oswego, Spring 2023

**SUNY Oswego Ozzie Award**, SUNY Oswego, Spring 2022 & 2023

## LICENSES/CERTIFICATIONS

**Google Analytics for Beginners**, Google Analytics Academy, Issued Apr 2023

**Collaborative IRB Initiative**, CITI Program, Expires Mar 2025

**Social and Behavioral Responsible Conduct of Research**, CITI Program, Issued Jan 2022

**Social and Behavioral Research**, CITI Program, Issued Jan 2022 – Expires Jan 2025

**Project Management Foundations**, LinkedIn Learning, Issued Feb 2022

**Developing Visual Campaigns**, LinkedIn Learning, Issued Feb 2022

**Communicating in Times of Change Certificate**, LinkedIn Learning, Issued Nov 2021

**Business Analysis Foundations: Strategy Analysis, LinkedIn Learning**, Issued Apr 2022

**Data Visualization: Storytelling**, LinkedIn Learning, Issued Feb 2022