



heybates.com

heybates@gmail.com

912.224.5319

heybates

linkedin.com/in/heybates

heybates

SKILLS

Adobe Creative Suite:
Illustrator, InDesign, Photoshop
Microsoft Office
PC/Apple platforms
HTML
Wordpress/Squarespace
writing, editing, education
curriculum development
project management
volunteer recruitment & training
graphic design & branding
content management

AWARDS

George Mason University
Thesis Fellow (Fiction) 2016-17
Shelley A. Marshall Prize, 2016

PUBLICATION

"Call It Postmodern" 2015
The Cure for IDK 2011
Tidbits Weekly 2008-2009
"Everyone Follows Slowly" 2007

REFERENCES

Joanna Dasher
703.717.8971
Catherine Killingsworth
912.631.5412

The End.

SARAH ELLIS BATES

writer, designer, educator

EXPERIENCE

Fiction Editor Phoebe Literary Journal | Fairfax, VA | May 2016–Present

- Managed submissions, solicited contributors and spring contest judge, recruited and led readers and Assistant Fiction Editor, edited published content.

Assistant Fiction Editor Phoebe Literary Journal | Fairfax, VA | 2015-2016

- Managed #ThrowbackThursday fiction content and digital archiving.
- Assisted Editor in submission management and content editing.

Graduate Assistant George Mason University | Fairfax, VA | August 2014–Present

- Developed and instructed four sections of English 101/Composition.
- Led face-to-face & digital tutoring sessions with undergraduate and graduate students, and recurring appointments with students from the ESL Opt-In program.
- Managed rotating projects, including advertising guidelines and workshop redesign.

Director of Programs Deep Center | Savannah, GA | January–June 2014

- Responsible for success of programs, including the Young Author Project, named one of 50 finalists for the National Arts & Humanities Youth Program Award in 2013 & 2014.
- Created and implemented new systems for program development and sustainability, including recruitment strategies and data measurement.

Programs Manager Deep Center | Savannah, GA | 2011-2013

- Rebranded and redesigned volunteer program as Writing Fellowship Program, resulting in higher quality of service & volunteer retention.
- Responsible for program success and continued development.
- Recruited, trained & guided local writers as volunteers, with average 50% retention rate.

Volunteer Coordinator Deep Center | Savannah, GA | Sept. 2009–Dec. 2011

- Established competitive volunteer program; recruited, trained, & guided 70 writing mentors.
- Co-developed the Young Author Project; increased impact and extended program reach by over 60%.
- Liaised with partner schools and organizations; developed internships for university students and young professionals.

Creative Director Deep Center | Savannah, GA | 2010–2012

- Directed publication of Deep's writing curriculum, *The Cure for IDK*.
- Managed designers/illustrators for bi-annual publications and in-house projects.
- Steered development of early branding & marketing materials.

Social Media/Content Manager eMarket South | Savannah, GA | 2009–2010

- Managed social media; developed voice and content for KeytoSavannah.com.

Design Manager/Lead Writer Tidbits Media | Montgomery, AL | 2008–2009

- Wrote weekly content for over 250 national distribution areas.
- Managed layouts/graphics for in-house projects and distribution areas.

EDUCATION

George Mason University M.F.A. Creative Writing, Fiction | 2017

Savannah College of Art & Design B.F.A. Motion Graphics | 2007

Minors: Creative Writing and Graphic Design