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## 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