



Sarah Myles

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OBJECTIVE

Acquisitions Editor. Seeking an entry level position with room for advancement at a publishing company. I'm interested in reading, writing, and communicating.

ACCOMPLISHMENTS

- Featured in Williamstown High School Achievement Night 2005-2008
- Published twice in *The Gazette* newspaper
- I run two blogs: sarahmy.weebly.com and sjbooknook.wordpress.com


SKILLS

- Fast Reader
- Accurate Editor
- Experienced with Public Speaking
- Experienced Writer
- I type 53 wpm

EDUCATION

Associates Degree in Communications
Gloucester County College
May 2012

Relevant Courses:

- American Horror Literature
 - Survey of World Literature
 - Creative Writing I
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- Argumentative and Persuasive Writing
- Journalistic Writing

Bachelor's Degree in Writing Arts, Journalism Minor

Rowan University

Present

Relevant Courses:

- American English Grammar
 - Writing Children's Stories
 - Creative Writing II
 - Intro to Writing Arts
 - Writing, Research and Technology
 - The Publishing Industry
 - Online Journalism
 - Publication Layout and Design
 - The Writer's Mind
 - Fiction to Film
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EXPERIENCE

Beach Supervisor, Timber Lakes Community Association

Williamstown, N.J. — 2013-present

I was responsible for checking beach tags, supervising the lake, making sure people complied with state rules, supervising swimmers, and checking people in and out.

Book Seller, Barnes and Noble College

Sewell, N.J. — 2011-2013

I ran the cash register, helped customers find the right textbooks, helped customers with trade books and study guides, organized books, took inventory, answered phones, took special orders, assisted with online orders, purchased used books,

Accomplishments

- I had two perfect scores with secret shoppers.
- I was called back every semester, and between semesters to work.

Secretary Assistant, VFI Fabricators

Williamstown, N.J. — 2012 (temporary position)

Worked in office environment answering phones, organizing files, recording data, labelling, assisting with bookkeeping and answering mail.

REFERENCES

Submitted upon request.



