

SARA-ANNE LEE

Campus: 621 Bellefonte St. Pittsburgh, PA 15232
Permanent: 45-248 A Pahikaua Pl. Kaneohe, HI 96744

Email: saraannl@andrew.cmu.edu
Phone: 808.554.4512

EDUCATION

Carnegie Mellon University
Professional Writing and Creative Writing
Humanities Scholars Program
Mortar Board National Senior Honors Society
GPA: 3.73, Dean's List

Class of 2009

COURSEWORK

Editing and Publishing

- wrote, edited, and formatted Creative Writing Department newsletter

Document Design

- created various documents in Adobe InDesign, Photoshop, Illustrator, and Microsoft Office

Style

- edited documents for clarity, grace, and readability
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WORK EXPERIENCE

PBR HAWAII Landscape Architecture Firm

2006-2007

Planner/Administrative Assistant

- created legal documents of land analysis
- single-handedly created company newsletter
- updated and completed over 50 State submittals
- answered phones, completed filing, errands, and mailing

Institute of Complex Engineering Systems

2008-2009

Administrative Assistant/Educational Intern

- taught seminars, organized activities, communicated with students of various backgrounds
- edited professional documents

Humanities Scholars Program Website

2007-2008

Website Writer

- wrote, edited, and formatted content for website
- acted as liaison between web designer and client