

Sarah Cortina

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EDUCATION

University of Southern California, Los Angeles, CA May 2023
B.A. in Communications, *USC Annenberg School of Communication and Journalism*
Minor in Cinematic Arts, *USC School of Cinematic Arts*
Honors: Graduated Magna Cum Laude, 5x Dean's List, Renaissance Scholar

RELEVANT EXPERIENCE

Freelance Writer March 2026

Doing Things, Los Angeles, CA

- Contracted to pitch and make 3-5 weekly Reels for Overheard LA Instagram page (following 1M+)
- Collected B-Roll of requested Los Angeles locations, uploaded deliverables into Asana

Comedy Show Producer Aug 2024–present

Chaps Comedy, Los Angeles, CA

- Conduct outreach to and receive inbound messaging from comedy talent for lineup bookings
- Communicate with brands for sponsorships, external vendors for pop up markets at shows
- Manage and create content for socials, create and edit TikTok videos to drive ticket sales (50+ ticket sales/month)
- Work directly with operations teams at venues (Hollywood Improv, The Crow, Kombu Sushi)

Project Coordinator Mar 2024–present

Peakstone Realty Trust, El Segundo, CA

- Communicate with external and internal property managers, track property expenses on Excel sheet
- Complete accounting work including bank reconciliations, creating and uploading invoices on Yardi
- Create and distribute contracts using Adobe Acrobat

Social Media Manager Aug 2022–May 2023

Barstool Sports, Remote

- Co-administrator for USC Chicks Instagram (following 10k+)
- Utilized Canva to create and write original content
- Tracked social trends to create related content, team improved reach by 10,672%, engagement by 5,235%

ADDITIONAL EXPERIENCE

Headline Contributor Nov 2023–present

The Hard Times, Freelance

- Pitch and write assigned satirical headlines on topics related to politics and music (following 800k+)

Editorial Intern Sep 2023–Dec 2023

Fifty Grande, Remote

- Researched and wrote 2-3 weekly articles on upcoming U.S. music festivals (audience 100,000+)

Editor in Chief Feb 2021–May 2023

Sack of Troy, Los Angeles, CA

- Directed publication of all content of satirical publication, managed staff of 20 writers and 8 editors
- Grew Instagram following by 25%, used Google Suite and WordPress to write, edit, and publish articles
- Organized in person meetings and events, wrote articles that garnered thousands of likes on Instagram

SKILLS

Technical: Adobe Photoshop, Lightroom and Premiere Pro, Google Suite, WordPress, Microsoft Suite, Canva, Slack

Language: French