

SARAH MALOUF

CONTACT



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EDUCATION

SECONDARY SCHOOL

Westlake High School Diploma
2019 - 2023 | GPA: 3.8

BACHELOR OF ARTS PUBLIC RELATIONS (HONORS) WITH A MINOR IN MUSIC

California State University, Long Beach
August 2023 - Present | GPA: 3.89
Expected Graduation May 2027

SKILLS

- Leadership
- Communication
- Planning and Organization
- Public Speaking
- Creative Problem Solving
- Digital Media
- Project Management
- Strategic & Visual Communication
- Time Management
- Event Planning
- Graphics Design
- Collaboration
- Emotional Intelligence
- Interpersonal Adaptability
- Detail-Oriented

SUMMARY

Fourth-year Honors Public Relations student at California State University, Long Beach (CSULB) with strong event management skills, leadership experience, and media relations expertise. Passionate about media management for travel, sports, music, faith, restaurant, entertainment, and wedding planning industries. Seeking hands-on collaborative experience to further develop professional skills in media training and project coordination.

LEADERSHIP EXPERIENCE

DIGITAL MEDIA AMBASSADOR

Public Relations Student Society of America, Long Beach (PRSSALB)

August 2024 - May 2025

- Created graphics, video content, captions, content planning calendars and media design (5 a week via Instagram, LinkedIn and TikTok).
- Maintained brand coordination across all media channels and craft strategic messages for public engagement.
- Communicated effectively with the board while demonstrating creativity.

FORMAL CHAIR

Zeta Tau Alpha Fraternity (ZTA)

January 2024 - December 2024

- Organized large formal events for 175+ members each semester.
- Coordinated with over 30 vendors (venues, catering, bartending, DJs, etc.) through consistent outreach and communication.
- Managed budgeting and event logistics, developing cost-effective solutions to stay within a \$13,000 budget per semester.

GRAPHICS COORDINATOR

InterVarsity Christian Fellowship (BeachIV)

February 2025 - June 2025

- Redesigned an entire website, including fact sheets, executive bios, backgrounds, news releases, and media advisories.
- Created graphics, captions, and content planning calendars (3-5/week).
- Ensured cohesive brand messaging across all media platforms.

CHORAL SECRETARY AND CHOREOGRAPHER

Westlake High School Choir Program - Honors Choirs

August 2021 - June 2023

- Oversaw student attendance and participation accountability.
- Organized and scheduled rehearsals, fostering a productive and creative environment.
- Worked collaboratively with students to choreograph performances.

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RECOGNITION

- President's Honor List | Fall 2023, Spring 2024, Spring 2025, Spring 2026
- Dean's List | Fall 2024
- Honors Student Selection | August 2023 - Present
- AYBA Community Leadership Scholarship | \$2,000 | Awarded June 2023
- Outstanding Female Performer | Awarded 2023

TECHNICAL SKILLS

- Canva
- Microsoft Office (Word, Excel, Powerpoint, Outlook, etc.)
- Adobe InDesign
- Google Applications
- Mac/Windows Proficiency
- Social Media Management (Instagram, LinkedIn, TikTok, etc.)

RELEVANT COURSEWORK

- Principles of Public Relations
- Entertainment Publicity
- Global Sports Marketing
- Media Design
- Media Relations Writing
- News Writing and Media Ethics
- Principles of Marketing
- Social Media Communication
- Mass Media and Society
- Understanding News Media
- Communication Law and Policy
- Digital Tools for Public Relations
- Communication Research Methods
- Media Ethics in the Techno Age
- Public Relations Case Studies

PROFESSIONAL EXPERIENCE

CULTIVATED ENTERTAINMENT INTERN

Cultivated Entertainment
June 2026 - August 2026

- Connected with an extensive network of high-profile talent, agencies, managers, and publicists
- Brainstormed entertainment talent for movies, podcasts, TV shows, & live events with partners such as City of Hope, UPDATE (Kim Kardashian), ABC (CWO), CBS, AppleTV+, Disney, Fox, & more
- Trained in talent booking, media coordinating, influencer placement, and event activations
- Managed live celebrity events, providing talent direction, event check-in, and hospitality operation

OUTSIDE SALES INTERN/SHIFT LEAD

The Commencement Group
May 2026 - June 2026

- Sold hundreds of graduation flowers and merchandise at prominent commencements and local events, utilizing strategic communication techniques to increase sales through product recommendations
- Delivered strong customer service in fast-paced, high-pressure work environments while managing team members and marketing products.
- Worked long event hours (16+), providing clear, friendly communication to customers
- Collaborated with and managed 2-20+ team members consistently to effectively set up, operate, and break down sales operations

CHARITABLE FOUNDATION INTERN

The Cheesecake Factory Corporate Support Center
May 2025 - August 2025

- Supported planning and execution of a major fundraising event, helping raise over \$1M in donations.
- Led marketing initiatives, sponsor engagement, and media outreach to maximize visibility and impact.
- Designed promotional materials, managed sponsor deliverables, and developed event layouts.
- Coordinated logistics and post-event analysis to ensure a seamless guest experience and alignment with organizational goals.

SCOREKEEPER/FACILITIES MANAGER

Agoura Youth Basketball Association (AYBA)
December 2022 - Present

- Maintain detailed score statistics for both basketball teams using paper records and digital systems.
- Collaborate with coworkers of all experience levels to ensure accurate reporting.
- Responsible for gym setup, opening, closing, and takedown for organization use while being available 24/7 for extra support.
- Communicate effectively with players, coaches, and officials.