

# 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

Third-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 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.
- 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
- 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
- Digital Tools for Public Relations
- Communication Research Methods

## PROFESSIONAL EXPERIENCE

### 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.

### DIRECTOR OF PRACTICE FACILITIES

Agoura Youth Basketball Association (AYBA)  
**October 2022 - May 2023**

- Managed and ensured the safety of all local basketball gyms.
- Responsible for gym setup, opening, closing, and takedown for organization use.
- Coordinated with coaches, players, referees, families, and staff to maintain a safe environment.
- Required to be available 24/7 for immediate response when needed.

### SCOREKEEPER

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.
- Communicate effectively with players, coaches, and officials.

### BABYSITTER

Self-Employed/Local Families  
**June 2021 - August 2023**

- Provided care for children (ages 10 months to 2 years), occasionally caring for older children as well.
- Worked 4 to 8 hours daily.
- Prepared meals, provided transportation, and engaged in creative activities to ensure comfort and entertainment.