

# Sarah Nicole Campbell

Mobile #: (405)388-9767

sarahnicolecampbell@publicist.com



## 📁 Current Freelancing - Business Work

06/2013-Current Enchanted Events of Oklahoma (Enchanted Talent & Event Staffing)

### **Event Specialist/Brand Ambassador/Journalist/Virtual Assistant**

- Managing regional area campaigns/events
- Event & Field staff recruiting
- Market Researcher/Mystery Shopper Coordinating
- Field-In Store audits/merchandising & pricing
- Merchandise/Product Display Design & Staging
- Daily, weekly, & monthly reporting & overview analysis
- Freelance Field Inspections (photos/surveys/videos/focus groups)
- Event Marketing/Engagement Specialist/Product Demonstrations/Product Testing/Product Reviews
- Journalism/Blogging/Campaign & Creative Writing/Press Releases
- Account Executive-Sales/Customer Representative
- Event Coordinating, Event Design/Staging, Event Production/Directing
- Promotional Model / Street Team Member
- Regional Field Representing • Regional Field Management

02/2017-Current Bartlesville Kid's Directory

### **Owner-Operator/Journalist/Publisher**

- Magazine Director/Account Manager/Ad Sales
- Journalist/Writer/Content Management
- Graphic Design/Editing/Copywriting/Proofreading

11/2014- Current Shine Creative Agency

### **Entrepreneur / Designer / SEO / Blogger / Performing Arts Artist**

- T-shirt Art • Online Store
- Journalist/Writer/Content Creator / multiple niche blogs
- Voiceover Talent • Film Crew Member • Movie Extra • Actress
- Talent Scout / Agent
- Creative Styling, Staging, & Designing services

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## 📁 Corporate Work History & Experience:

02/11-03/13 Quail Creek Country Club- Oklahoma City, OK

### **Special Events Coordinator/Banquet Manager**

- Organized, designed, & managed all types of events from weddings to fundraisers
- Created menus, event pricing, & implemented my own ideas for event games, entertainment, & event staging layout
- Graphic design-Created daily event signs, power point slides, flyers, & promotional material for vendor shows
- Assisted the Special Events Director on all clerical, organizational, & creative work.

01/11/2007-03/22/2013 JMA Energy Company-Oklahoma City, OK

### **Executive Assistant/Engineering Technician**

- Conference & event organizer / Special projects manager
- Spread sheets, data entry, accounts receivable/payable logging
- Assisted the Land, Geology, Accounting, Engineering, & the Owner
- Engineer Technician-Daily Oil reports & drilling reports
- Oil Well Drilling Technician/well planner- Map/Schematics
- Assisted with public relations & recruiting

10/29/2006-01/03/2007 Ackerman McQueen Advertising-Oklahoma City, OK

### **Chairman's Executive Assistant**

- Reviewed resumes & recruited employees
- Coordinated & planned events
- Planned corporate Christmas party & gifts
- Organized calendars, documents, & contracts
- Expense reports and travel arrangements
- United Way campaign leader & public speaker at meetings
- Daily clerical & organizational duties
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08/18/2002-10/17/2006 Trinity Resources-Norman, OK

### **Owner's Executive Assistant**

- Daily accounting, data entry, & travel arrangements
- Filed mineral rights/titles through the court/notarized documents
- Planning/assessment, research & surveying
- Daily oil well reports & drilling reports
- Charity/fundraiser- event organizer
- Payroll & company newsletter

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□ **Freelance Work History** ( Listed: only a few of my major Projects / Events / Campaigns . I can provide a more detailed & in depth overview of my portfolio, if needed)

## **Events / Campaigns/ Tours;**

Kevin Durant Nike N7 promotional scavenger hunt MKTG Promo Co. production {on the local news}

Dove products promotion

Sauvé product promotion

Gillette product demonstration promotion

L'Oréal product promotion

PEOPLE LIVE Makeover Event/Tour [people magazine]

**Entertainment- Event Marketing Events:** {Organized managed event, recruited event staff, & promoted }

Clear Static Concert -Diamond Ballroom

Family Force Five Concert -OU student Union

Shiny Toy Guns Concert at Diamond Ballroom

Grind House Movie Promotions Pre-Release

Clinique make up in store promotional event

## **Special Events:** [Customer reviews available]

{Wedding Planner/Coordinator/Consultant/Producer-manager}

Children's Birthday Parties

Scavenger Hunts

Baby Showers/Wedding Showers/ Bachelorette Parties

Book Clubs

Brand Activations

Fashion Shows

Engagement Parties/Anniversary Parties

Grand Openings (New businesses)/Launch Events

Graduation Parties

Fundraisers/Galas

Memorials- Celebration of Life Events for loved

## **Health Fair Events:**

Provant Health- Health Insurance Events

Yoga & Health Expos-Instructor/promoter/recruiter

Home & Garden Expo-Event Planner

Spirit Fair- La Quinta Inn-Promoter/organizer

Oklahoma State Fair-Booth Promoter

## **Fundraisers/Charities-Events:**

Promoter Walk for Lupus-OKC Zoo

Promoter March of Dimes: 2008-2009

Volunteer OMRF

Volunteer Mustang Pregnancy Center

Volunteer United Way-Corporate

Volunteer Young Non-Profit Network

## **Corporate Events:**

Ackerman McQueen- Christmas party

L-3 Communications-Company event (casino night)

Sooner Dialysis- Christmas party

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## 📄 Education:

### ❖ Oklahoma City Community College-2002-2004

**Degree:** A.A.

**Major:** Public Relations

**Minor:** Marketing / Performing Arts

### ❖ University of Oklahoma- 2003-2007

**Degree:** B.A.

**Major:** Public Relations

**Minor:** Journalism

## 📄 Associations:

- American Marketing Association
- Corporate Event Marketing Association
- Young Non-Profit Network of OKC
- Country Music Singer's Association OK
- Meeting Planners International
- Public Relations Society Association of America
- Event Planner's Association
- International Special Events Society
- National Association of Catering & Event
- National Association of Event Planners
- Professional Convention Management Association
- Oklahoma City Arts Council
- Oklahoma Press Association
- Oklahoma Broadcasting Association
- Oklahoma City Advertising Club
- Society of Professional Journalists
- Editorial Freelancer's Association
- Oklahoma Women's Coalition
- Association For Women in Communications
- International Virtual Assistants Association

## 📄 Certifications:

- Certified Virtual Assistant
- Certified Affiliate Marketing Specialist
- Digital Management Certification-PCM
- Certified Convention Manager
- Certified Conference Coordinator & Manger
- Certified Banquet Event Specialist
- Certified Event Coordinating Professional
- Certified Festival & Fair Event Professional
- Certified Event Management Professional
- Certified Meeting & Events Planner
- Google Analytics Certification
- Certified Fundraising Professional
- Professional Certified Marketer
- Content Marketing Certification
- Certified Microsoft Office Specialist

## 📄 Permits & Licenses

- Food Handlers Permit
- Special Events Permit- (Norman, OK)
- Ordained Minister (Wedding Officiant)

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## 🔗 My Links

- ❖ <https://www.about.me/sarahnicolecampbell>
- ❖ <https://www.facebook.com/sarahnicolecampbell>
- ❖ <https://www.sarahnicolecampbell.crevado.com>
- ❖ <https://www.linkedin.com/in/sarah-nicole-campbell-2472a770>
- ❖ <https://www.instagram.com/sarahnicolecampbell>
- ❖ <https://www.twitter.com/Sarahncampbell>
- ❖ <https://www.industry.co/sarah151313700>
- ❖ <https://www.workhoppers.com/en/workhopper/67157/Sarah>
- ❖ <https://www.clippings.me/sarahnicolecampbell>
- ❖ <https://www.pushmodels.com/promotionalmodel/OklahomaCity-PromoGirl-pKGq5yq>
- ❖ <https://www.velvetjobs.com/profile/sarahnicolecampbell>
- ❖ <https://www.workana.com/freelancer/9875bd335e957dea4fb54cba4953073f>
- ❖ <https://www.freelanced.com/sarahnicolecampbell>
- ❖ <https://m.freelancer.com/u/ShineTalent>
- ❖ <https://harri.com/sarahnicolecampbell>

## ❖ **Scheduling Link:**

<https://www.calendly.com/sarahnicolecampbell>