

Sarah Nicole Campbell

Phone #: (405)388-9767
sarahnicolecampbell@yahoo.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

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- Creative Styling, Staging, & Designing services

◆ 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

Wedding Showers

Baby Showers

Book Clubs

Church Events

Anniversary parties

Engagement parties

Grand Openings (New businesses)

Graduation Parties

Bachelorette Parties

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: Diversified Studies

Minor: Music

❖ University of Oklahoma- 2003-2007

Degree: B.A.

Major: Public Relations

◆ Associations:

- Member-Public Relations Student Society of America
- Member-Young Non-Profit Network of OKC
- Member- -Country Music Singer's Association OK
- Member-Song Writer's Association of Norman
- Member- Public Relations Society of America
- Member- EPA-Event Planner's Association
- Member-ISES- International Special Events Society
- Member- National Association of Catering & Events
- Member- American Planning Association Oklahoma

◆ Vocational Business Courses:

- Administrative Assistant Applications
- Intro to non-profit business
- Marketing a non-prof
- Non-profit fundraising
- Intro to interior design
- Banquet & caterer secrets
- How to throw a great event
- Microsoft Office {entire suite}

◆ Permits & Licenses

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

◆ Certifications:

- Certified Interior Decorating Professional
- Certified Home Staging Specialist
- Certified Organizational Specialist
- Certified Meeting Planner
- Certified Conference Coordinator & Manger
- Certified Banquet Event Specialist
- Certified Event Coordinating Professional
- Certified Festival & Fair Event Professional
- Certified Event Management Professional
- Certified Event & Party Planner
- Certified Music Manager
- Certified Fundraising Professional
- Certified Substance Abuse Recovery Tech.
- Certified Microsoft Office Specialist

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◆ Affiliations

- Member-Public Relations Student Society of America
- Member- CMSAOK-Country Music Singer's Association of Oklahoma {current}
- Member- SWAN-Song Writer's Association of Norman {current}
- Member-PRSAOK-Public Relations Society of America {current}
- Member- EPA-Event Planner's Association
- Member-ISES- International Special Events Society
- Member- NACE- National Association of Catering & Events
- Member-APAOK- American Planning Association Oklahoma Chapter
- Member- YNPN-OKC-Young Non Profit Professionals Network of Oklahoma City {current}
- Member-the Art's Council of Oklahoma City

◆ My Career Links

- ❖ <https://www.linkedin.com/in/sarah-nicole-campbell-2472a770>
- ❖ www.facebook.com/sarahnicolecampbell
- ❖ www.facebook.com/enchantedeventsofoklahoma
- ❖ www.sarahnicolecampbell.portfoliobox.net
- ❖ https://www.dropbox.com/sh/w5ykdau6tcbwrt6/AADi_nZ4xGeltaFFXL20SIOMJa?dl=0
- ❖ www.clarity.fm/sarahnicolecampbell
- ❖ <https://www.pushmodels.com/promotionalmodel/OklahomaCity-PromoGirl-pKGqp5yq>