

# Sandra Grace Prendergast

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## EXPERIENCE

**PRCG | Haggerty LLC - PRCG | Sports, New York, NY**

Jun. 2022 – Present

### Account Executive

- Utilizing coding skills, I designed 4 fully functional and creative websites for various clients, as well as being in charge of consistent upkeep of the site.
- Independently researched current events for 15 specific clients on daily press/media appearances
- Pitched stories and interviews for clients with various journalists
- Helped maintain accurate and up-to-date customer data
- Aiding in the companies new publishing company branch and learned how to publish and print books and distribute them for the public, and gained immense knowledge in the publishing space
- Edited video content using Adobe Premiere Pro for a client, as well as gaining knowledge in how to use many more Adobe Suite applications
- Created 3 book cover designs for published books
- Edited & proofread articles and written work for clients and internal team members
- Experience in crisis management and control in various situations that needed PR involvement

**Boafo Beauty, New York, NY**

May - Aug. 2021

### Beauty Writer

- Wrote weekly published article about fashion, beauty, makeup, and the beauty industry
- Learned how to operate and publish articles on Boafo Beauty's website
- Gained skills in SEO, tags, and helped garner attention toward the Boafo Beauty website.

## EDUCATION

**Mount Holyoke College**, South Hadley, MA

Jan. 2024

B.A. in English and minor in Sociology

Member of Varsity Lacrosse Team; Named to NEWMAC 2021-2022 All Sportsmanship Team

## SKILLS

**Social Media:** Instagram, Facebook, Twitter

**Additional:** UX/UI design, SEO, Video Editing, Writing, Communications

## CERTIFICATES

- Completed a certificate in Web Development from UC Davis while working at PRCG | Haggerty LLC