SOPHIE LAMBERT

COMMUNICATIONS INTERN

CONTACT

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SUMMARY

Communications intern and senior communication studies student at The University of Texas at Austin, writing and designing content for a regional food bank. Drafts newsletters, social media posts and press releases, shoots event photography and builds Canva graphics that raised Instagram engagement by 35%. Organized, self-motivated and quick with Microsoft Office and AP style.

SKILLS

- Writing
- Social Media
- Canva
- Photography
- Public Relations
- Microsoft Office
- PowerPoint
- Excel
- Attention to Detail
- Communication Skills

EDUCATION

Bachelor of Arts

05/2027

The University of Texas at Austin

Austin, TX

Communication Studies

CERTIFICATES

Hootsuite Social Marketing Certification

06/2026

Hootsuite Academy

EXPERIENCE

Communications Intern 05/2026 - Present

Capital Area Food Network — Austin, TX

Regional food bank serving 400,000 people through 300 partner pantries.

- Write **3** social media posts a day for Instagram, Facebook and LinkedIn, adding 1,200 Instagram followers in 4 months.
- Design event flyers, infographics and story graphics in Canva for 12 volunteer drives.
- Draft 6 press releases and media advisories for public relations events, 2 of them covered by local TV.
- Cover distribution events with photography and short videos, building a library of 800 tagged photos.
- Compile monthly engagement reports in Excel and PowerPoint for the communications director.

Staff Writer (Part-Time) 09/2024 - 05/2026

Forty Acres Review — Austin, TX

Student-run magazine published every two weeks in print and online.

- Reported and wrote 20 features on campus housing, student government and local music.
- Edited classmates' stories for AP style and accuracy before each print deadline.
- Managed the email newsletter in Microsoft Office and Mailchimp, reaching 3,500 subscribers with a 41% open rate.