



Sarah Ratliff

she/her

GET IN TOUCH

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Phone: 787-567-6039

SKILLS

- Type between 80 and 110 WPM
- Microsoft Word, Excel, PowerPoint
- Research
- Canva
- Social media marketing
- Writing, proofreading, editing
- Adobe Illustrator, Adobe Animate, DaVinci (video editing)
- Marketing
- Meeting planning (small and large conferences, event planning)
- Expense reports
- Calendaring
- Project management
- Pitching publications for articles and press

ATTRIBUTES

- Ability to collaborate across departments, with vendors and stakeholders
- Highly discreet (with or without an NDA)
- Comfortable working with people of all races/ethnicities, religions, cultures, sexual orientations and genders

ABOUT ME

Following 20 years in the corporate world (culminating with biotech giant Amgen), in 2008 Sarah and her husband bought an organic farm on the Caribbean island of Puerto Rico. Their thought was to live a simpler life, surrounded by Mother Nature.

Today Sarah works as a freelancer for various companies large and small, providing whatever support they need to make themselves successful.

INDUSTRIES AND GENRES WITH EXPERIENCE

- The environment
- Medical cannabis
- Gender and race advocacy
- Geopolitics
- Biotech and Big Pharma
- Addiction and mental health
- Architecture
- Business and entrepreneurship

CORPORATE AMERICA ESCAPEE TURNED FREELANCE WRITER, PROJECT MANAGER, MARKETING MANAGER AND EXECUTIVE ASSISTANT.