

# Sara Elizabeth Warnken

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## EDUCATION

### University of Georgia

*Bachelor of Arts, Public Relations* | Certificate, Music Business | Minor, Business

Athens, GA

May 2026

Dean's List; Zell Miller Scholarship Recipient

### University of Innsbruck

*Study Abroad Program*

Summer 2024

## RELEVANT EXPERIENCE

### United Talent Agency

*ATL x UTA Extern Program*

Atlanta, GA

Oct 2025 - Present

- Attend monthly in-person sessions to develop an understanding of entertainment agency career paths.
- Expanding network and receiving mentorship from professionals through workshops and panels.

### 40 Watt Club

*Talent Buyer Intern & Venue Staff*

Athens, GA

Aug 2025 - Present

- Assist venue talent buyer with ticket counts, artist hospitality, advancing information, and day-of-show logistics.
- Support venue operations by working set-up, ticketing, security, merchandise, and door during 50+ concerts and events.

### Big Machine Label Group

*Communications & Publicity Intern*

Nashville, TN

May - Aug 2025

- Compiled press recaps, updated media reports, and maintained quote sheets daily for 30+ artists label wide.
- Researched outlets for pitching, wrote song messaging copy for artist releases, and wrote press release boilerplates.

### AthFest Music Festival

*Booking Intern*

Athens, GA

Jan - June 2025

- Reviewed 475 festival applications, identified and contracted artists to create a schedule of 135 performers.
- Secured artist information for website and socials and ensured performers were compensated as per contract.

### IVPR

*Music Publicity Intern*

Nashville, TN

Aug - Sept 2024

- Researched and secured tour press for multiple artists by pitching and communicating to 100+ media outlets daily.
- Managed social media and updated databases, media lists, and contacts using Constant Contact and Muck Rack.

## CUSTOMER SERVICE EXPERIENCE

### Buffalo's Café

*Hostess & Server*

Woodstock, GA

May 2023 - Jan 2025

- Managed multiple tasks efficiently in a high-volume environment while providing attention to detail and accuracy.

### Blo Blow Dry Bar

*Receptionist*

Marietta, GA

Jan - July 2022

- Booked 500+ appointments, answered phone calls, worked a POS system, and provided make-up services to clients.

## INVOLVEMENT EXPERIENCE

### Music Business Ambassadors

*General Member*

Athens, GA

Aug 2025 - Present

- Organize and execute showcases and events to raise awareness for the UGA Music Business Program.

### The Recording Academy

*GRAMMY U Member*

Atlanta, GA

Jan 2025 - Present

- Attend music industry networking opportunities, GRAMMY U artist soundchecks, and GRAMMY Week events.

### Public Relations Student Society of America

*Member Relations Committee Head*

Athens, GA

Aug 2024 - Present

- Lead a team of 8 peers to develop ideas for member retention, newsletter content, and weekly member spotlights.

## SKILLS

- Ticketing systems, Artist hospitality, Venue logistics, Data entry, Microsoft & Google Suite, Spanish (conversational)