

SARAH FLEMING STEINBERG

(505) 366-8288 | sarah-steinberg.me | semfsteinberg@gmail.com | Pittsburgh, PA

PROFESSIONAL PROFILE

Copywriter, editor, and project manager with over eight years of professional experience across communications and sports. Skilled at developing a story, writing copy, and collaborating across departments. Known for building and sustaining relationships, efficient execution, strong grammar and voice, and a team approach that helps everyone stay on task.

EDUCATION

Carnegie Mellon University

Masters of Arts, Professional Writing

December 2025

University of Massachusetts Amherst, Isenberg School of Management

Bachelor of Science, Sport Management

May 2015

RELEVANT EXPERIENCE

Jackrabbit Design

Milton, MA

Strategic Initiatives & Growth Coordinator (contract, part-time)

July 2026 - September 2026

- Conducted cross-function POV interviews and delivered executive action plan presentation
- Led content strategy and copywriting for internal website redesign and case studies
- Managed project tracking frameworks for high-priority initiatives and workflow efficiency

The Pittsburgh Review of Books

Pittsburgh, PA

Associate Editor of Essays (part-time)

August 2025 - June 2026

- Edited original essays, reviews, and creative nonfiction to enhance coherence and storytelling
- Corresponded with contributors and authors
- Researched, attended, and wrote articles on local events

Harvard Business Impact

Remote

Project Manager (part-time)

January 2023 - June 2026

- Lead strategic needs analysis with clients to identify leadership development opportunities
- Developed and implemented comprehensive learning and development solutions with measurable performance metrics
- Created training materials and communication strategies to streamline project management
- Drove long-term strategic planning for employee development initiatives

The Clemente Museum

Pittsburgh, PA

Communications Graduate Internship

May 2025 - September 2025

- Created a master tour documentation for future docents by conducting interviews with the museum owner and current docents for consistency
- Drafted fundraiser documentation and sponsorship agreements
- Designed a digital artifact catalogue

Pittsburgh Pirates

Pittsburgh, PA

Business Manager, Baseball Operations

March 2021 - August 2022

- Managed baseball operations budget process in partnership with Finance & Accounting
- Streamlined personnel onboarding system to improve efficiency and onboarding experience
- Led strategic planning initiatives and event management for baseball operations

Harvard Business Publishing

Project Specialist

Brighton, MA

October 2019 – February 2021

- Partnered with 20+ enterprise clients to deliver exceptional learning experiences
- Streamlined portal development process
- Led data collection and analytics initiatives to improve learning experiences
- Successfully delivered client metrics by running in-house reporting tools

Houston Astros

Minor League Operations Assistant

West Palm Beach, FL

January 2018 – September 2019

- Managed logistics for 200+ players across multiple training programs
- Coordinated international player visa processing with 100% compliance rate
- Developed automated system for player travel and housing management using Google Forms and Excel

ADDITIONAL EXPERIENCE**Kitchen Sink Sports**

Founder, Editor-in-Chief, Contributing Writer

Pittsburgh, PA

January 2024 – Present

Carnegie Mellon University Press

Intern

Pittsburgh, PA

January 2024 – December 2025

New York Mets

Video and Player Development Intern

Port St. Lucie, FL

February 2017 – October 2017

Tampa Bay Rays

Strategy and Development Intern

Port St. Lucie, FL

January 2016 – September 2016

Cape Cod Baseball League

Public Relations, Special Events Intern

Hyannis, MA

May 2015 – August 2015

New York Mets

Media Relations Intern

New York, NY

May 2014 – September 2014

SKILLS

- Writing: Storytelling, instructional design, headlines, copyediting, copywriting, proofreading
 - Digital: Content management, social content, email messaging
 - Tools: Adobe Creative Suite, Smartsheet, DOMO, WordPress, Substack, Notion AI, Figma, Instagram, BlueSky
 - Languages: Spanish (Conversational)
 - Additional: Interviewing, Blog Writing
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*Willing to relocate.**References upon request.*