



Sarah Richardson

CONTACT

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SarahLeighPortfolio.com

SKILLS

Graphic Design
Illustration
Corporate Identity
Logo & Branding
Communications
Adobe InDesign
Adobe Photoshop
Adobe Illustrator
Adobe After Effects
Social Media
Mac/PC
Adobe Creative Cloud
Microsoft Office
Desktop Publishing
Web Design
UX/UI
Digital Marketing
MailChimp
Buffer/Sendible
Trello
Umbraco
Photography
DSLR Camera
Motion Graphics
Video Editing
Copywriting
Writing & Editing
WordPress
Adobe Dreamweaver
Adobe Premier Pro
Leadership
Creative Brainstorming
Collaboration
Problem Solving
Organization
Customer Service

OBJECTIVE

Creative professional seeking work as a graphic designer. My qualifications include providing artistic design solutions for communications and multimedia needs, such as producing logos, layout design for digital and printed publications, promotional materials and graphics for social media, websites and more. Other skills include photography, AP Style writing and editing, social media management, marketing experience, attention to detail, organization, ability to work under pressure and continued learning through professional development.

EDUCATION

Sam Houston State University, Huntsville, TX -
Bachelor of Fine Arts, Graphic Design & Advertising,
Minor in Art History, 2010 - 2017

Blinn College, Bryan, TX -
Associates of Arts, Humanities, 2009

A&M Consolidated High School, College Station, TX -
High School Diploma, 2007

EXPERIENCE

Communications Specialist I, Texas Water Resources Institute, TAMU, College Station, TX -

Produces printed and digital graphic design content: manages *Conservation Matters* monthly newsletter production using MailChimp; interviews, writes and edits articles for *Conservation Matters* newsletter and biannual magazine, *txH₂O*; Assistant Editor of *txH₂O* magazine, including online layout; proofreading and layout for watershed protection plans; layout design for educational materials, program and conference flyers; website redesigns, wireframes and mockups; Layout Editor for the Texas Water Journal; social media planning, writing and management, posting across multiple platforms; creates program logos and brand guides using consistent branding identity; uploads content to websites; ordering printed materials; creates templates for fact sheets, presentations and flyers; and creates training videos.
October 2017 - Present

Substitute Teacher, College Station I.S.D., College Station, TX -

Substituted for multiple ages from pre-kindergarten to high school including special needs and life skills.
August 2017 - October 2017

Design & Marketing Assistant, Preemie Prints, College Station, TX -

Responsibilities included redesigning and writing the monthly newsletter, creating blog posts and assisting with social media posting and promotion. Worked with director to brainstorm and facilitate new ideas and design 5K event content and t-shirt.
2014 - 2017

Customer Service, HEB Grocery Store, College Station, TX -

Began working as a Customer Service Representative, promoted to Cashier, worked as a Photo Lab Technician for one year in the HEB Photo Lab and worked in Loss Prevention as a Customer Champion.
2006 - 2012

REFERENCES

References available upon request.