

Sarah Marshall

Office Administration by day,
Freelance Artist by night.

CONTACT

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GET TO KNOW ME

I have worked traditionally as a graphic designer for about seven years after college, but art and media are notoriously known to be difficult for stability. Throughout those seven years I have piggybacked my career with office administration, supervisory roles and the banking industry. A long hard road I have traveled and I am not afraid of working hard because of it. I am grateful every day for my noticeably strong work ethic and I'm ready to help your team. I am flexible and have proven to be a fast learner.

SKILLS OVERVIEW

Office Administration

Licensed notary, building customer relations, payroll and scheduling, customer service and sales, data entry and verification, dispatch, maintaining client databases for clients and for billing, and secretarial duties.

Software: Word, Excel, Powerpoint, SAP, BIC, Quickbooks

Artist

Graphic design such as packaging, displays, concept development, brand development, logo design, and photo editing and retouching. Also hand-drawn illustration using charcoal, graphite, ink, digital painting, and custom projects.

Software: Photoshop, Illustrator, 3ds Max, Maya, ZBrush, Wix Web Design, After Effects

WORK EXPERIENCE

Universal Banker, Citizens Bank

October 2018 to current

Having meaningful conversations with customers to develop trust and discover their financial needs and to educate them, recommending appropriate products and services, and processing teller transactions. Conducting applications for home equity line of credit, personal loans, credit cards, and opening personal and business accounts. Working in a high security environment handling sensitive information and large amounts of cash.

Office Administrator, Hampton Technical Associates

February 2017 – October 2018

Notary and secretary, scheduling jobs and meetings, attaining information for job sites and scope of work, and using Quickbooks for maintaining and building work orders and a database of clients, jobs, payments and bills, conducting team meetings, mail duties such as shipping and receiving, and building customer relations.

Graphic Designer, Problem Solver's Consultants

April 2016 – November 2017

Logo design, photo manipulation and retouching, developing social media imagery in a fast-paced environment with quick turn-around time.

Graphic Designer, Matthews International

October 2012 – September 2014

Create custom layouts using personal photographs and other media received by clients, stock photography and emblems, meeting very strict guidelines for bronze and aluminum casting process while still realizing client's vision, work independently and also as a team for large scale products.

Concept Artist, V-teractive Games

June 2012 – July 2013

Create 3d character models, concept art and other designs for iPad game.

Dispatcher, MPW Industrial Services

February 2010 – September 2010

Creating spreadsheets, making and receiving calls regarding emergencies, and employee scheduling.

Freelance Artist, Self-Employed

January 2010 – Current

EDUCATION

Bachelor of Science: Media Arts & Animation

Awarded Best of Show for portfolio show at graduation