



# Sarah Colleen

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**Objective** Graphic designer with experience in marketing, print design and digital photography. Dynamic team player with the ability to interact with clients and the associates in the industry. Customary to meeting deadlines, proactive approach to troubleshooting.

**Experience** **Freelance Graphic Design – Crown Point, IN** **2006 – Present**  
Effectively oversee projects from conception to print. Implementing design elements such as layout, typography and color. Meet all project requirements in a timely manner. Create design themes and graphics for marketing and promotional materials. Photograph and retouch images according to clients needs. Update and organize web sites to remain current.

**Madonna University – Livonia, MI** **2006 – 2007**  
Provide administrative/secretarial support for the Continuing Education department such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries. Scheduled and coordinated appointments and events for campus. Maintained filing system and produced various spreadsheets using Microsoft Excel.

**BrassCraft Manufacturing – Novi, MI** **1996 – 2006**  
Worked as a marketing assistant, organized files and photographed product for planogramming purposes. Advanced within the company to junior graphic design and worked my way up to graphic designer while attending college full-time. As a graphic designer I photographed product for use on marketing materials. Collaborated with creative team to design artwork for promotional materials. Led graphics team to produce print and marketing materials for Walmart and Home Depot stores. Photographed and retouched images of product and packaging for artwork.

**Maribeth's – Hillsdale, MI** **1993 – 1996**  
Three years of experience working in retail sales and customer service. Waited on customers, checked and replenished inventory, created visual displays of merchandise, organized and created inventory system for custom framing material and provided customers with framing options.

**Elgin Chiropractic Clinic – St. Thomas, ON** **1989 – 1991**  
Worked as a chiropractic health assistant, providing patients with ultrasound, laser and massage therapies. Set up appointments by phone, developed x-rays, organized and maintained file system and provided customer service.

**Education** **Madonna University** **2006**  
Bachelor Degree in Graphic Design – Honors  
**Westervelt College** **1992**  
Medical Secretarial Certificate

**Skills**

Excellent organizational and filing skills. Self sufficient and pro-active. Proficient on a PC and Mac OSX.  
Microsoft Office - Word, Excel, Publisher and PowerPoint  
Adobe CS5 – InDesign, Illustrator, Photoshop and Dreamweaver

CPR/First Aid and Bloodborne pathogen trained

Volunteer at St. Mary's Catholic school in Crown Point, IN

Dale Carnegie Graduate