

SARAH RODRIGUEZ

Graphic Designer

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sarahrodriguez.com

ABOUT ME:

Creative and collaborative graphic designer with 12 years of experience, including printing, content creating, social media managing, web designing, training and just about anything to complete the task on schedule.

EMPLOYMENT

OCT 2023–CURRENT Smithtown Gospel Tabernacle

Position: Admin. Assistant/Graphic Designer

- Schedule volunteers and events
- Record and report expenses of ministries
- Graphic design for printed materials, such as booklets, flyers, all promotional materials, etc.

APR 2022–CURRENT The Fashionable Stylista

Position: Graphic Designer/Admin. Assistant

- Media manager of online platforms (website, FB & IG social media, email/texting campaigns, etc.)
- Managing logistics of business, including scheduling, inventory, marketing opportunities
- Graphic design for printed materials, such as business cards, flyers, Microsoft Excel documents

OCT 2019–AUG 2023 Pajamas For Peace

Position: Creative Director of Marketing

- Creating and executing branding guidelines for start-up in print/digital materials
- Designing marketing projects in large format, print, website, email, and social media outlets
- Updating patterns for garments, analyzing and approving products for production with factories.
- Editing product/lifestyle photos, in addition to assisting photoshoots with models

MAY 2021–MAR 2022 Solo International Inc.

Position: Graphic Designer

- Working directly with Art Director in updating and creating final tech packs and linesheets, completing buyer/factory forms

JUL 2016–APR 2018 James River Printing

Position: Graphic Designer

- Creating print media for diverse clientele
- Design, print, and press vinyl and silkscreen

EDUCATION

2012-2019 Academy of Art University, CA

- MFA Graphic Design

2008-2011 Adelphi University

- BFA Graphic Design, Magna Cum Laude

SKILLS

Adobe InDesign, Illustrator, Photoshop

Preps Imposition Software

Invision

Microsoft Office (Word, Excel, Powerpoint)

Mailchimp

Social Media (FB and IG)

Wix Website Builder

Bilingual: Spanish

CAPABILITIES

- Inquisitive: I am a thorough learner. I like to ask questions and obtain additional materials.
- Integrity: I have vast experience being accountable (remote working, managing operations/finances).
- Leadership: I am approachable and take initiative. I enjoy assisting and training fellow employees.
- Communication: I have a strong background in writing and enjoy all kinds of reading.

FUN TRIVIA

- Theology Institute Valedictorian, JUNE 2014
- SEDUTH Creative Director, AUG 2019-DEC 2021
Supervised junior graphic designers, managed social media platforms, designed, printed and sold merchandise
- Foster Care advocate, focus of my MFA thesis
- Original passion was to be a graffiti artist