

SARA SCHULTZ
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OBJECTIVE:

To obtain a position with a growth oriented company where I can utilize my previous experience and skills to meet business objectives.

PROFESSIONAL EXPERIENCE:

The Dayton Vineyard Church, Beavercreek Ohio – July 2005 to Present (Salary: \$30,000)

Graphic Designer – Responsible for all aspects of branding and print work. This includes:

- Design and development of ads, postcards, weekly programs, logos, brochures, slides, signs, banners, etc.
- Organization and production of church mailings
 - Two mailings per month
 - 200-2,000 pieces per mailing
 - Mailings are made, printed, folded, sealed, labeled, organized by zip code all in-house, and taken to a Post-Office.
 - Met timelines as short as three days.
- Fill out and follow up on purchase requests for all materials needed in our Print Office.
- Oversee the Print Office.
- Given a one year budget for materials purchased to keep the Print Office stocked.
- Helped with membership outreach, as required
- Cover for the receptionist
- Design and set-up the weekends (programs, advertising slides, sermon slides, and fliers)
- Meet with various ministries to plan events and brand them

Sparkle the Clown and Friends, Beavercreek Ohio – January 2008 to Present (\$50.00 an hour)

Face Painter – Responsibilities include:

Set up, painting, encouraging staff and children, and clean up.

Birthday Party Leader – Responsibilities including:

Starting the party, watching over the characters (ex: Sponge Bob, Dora, etc.) and children, organizing games, and ending the party, and clean up.

Assurant Group, Springfield Ohio – May 2003 to July 2005 (Salary: \$24,000)

Insurance Processor – Responsibilities included:

- Interaction with clients
- Updated client homeowners, flood, and earthquake policies
- Made phone calls, emailed, and faxed various mortgage companies

COMPUTER APPLICATION/DESIGN EXPERIENCE:

- Microsoft Office Suite
- Adobe CS4 Suite
- Adobe Acrobat
- Brand Development
- Print Design
- Illustration

EDUCATION:

School of Advertising Arts, Kettering Ohio – Associates Degree – May 2003

Course of Study included: Graphic Design, Illustration, and Creative Problem-Solving

1000+ hours Computer Design, Digital Illustration and Production Training

VOLUNTEER EXPERIENCE

Face painting leader at various outreaches, youth leader, also design for other churches.

ATTENDED SEMINARS

Listening for Heaven's Sake, Small Group Leader Training, and Caring

REFERENCES AVAILABLE UPON REQUEST