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Sarah Hearn

Graphic Designer

 (636) 579 - 4467

 hearnjsarah@gmail.com

 Foley, Missouri

 <https://www.linkedin.com/in/sarah-j-hearn/>

EDUCATION

BACHELOR OF ARTS

Lindenwood University
May 10, 2019

TECHNICAL SKILLS

- Microsoft Office Suite
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Photography
- Graphic Design

PERSONAL SKILLS

- Adaptable
- Self-Motivated
- Organized
- Creative
- Ability to work in a team and individually
- Team Leadership
- Public Speaking

PROFESSIONAL PROFILE

I am a graphic designer with several years' worth of experience as a team lead and design assistant in a corporate setting. I have a varied background and experience working with many programs, the bulk of which have been adobe-based products on both Mac and Windows systems.

EXPERIENCE

Graphic Design Assistant

Hilliker Corporation | 1401 S. Brentwood Blvd., suite 650, Saint Louis Mo, 63144 | September 2019 - present

As a Graphic Design Assistant, I design advertising and promotional materials that are consistent with Hilliker branding and showcase their available properties. These materials include brochures, postcards, holiday cards, and magazine/newspaper advertisements. I was also a part of the team responsible for redesigning and organizing the new Hilliker website, which we launched in mid-2020. I now regularly update and maintain the website with all of Hilliker's online listings through WordPress and work closely with our Web developer to correct issues and perform maintenance to the site as needed. Other responsibilities I fulfill in this role include performing tech support for minor issues, acting as the point of contact for IT support and then implementing their corrective plans and fixes when more complicated issues arise.

- Design various types of promotional materials consistent with Hilliker branding.
- Aided in the redesign and organization of the new Hilliker website.
- Maintain and update website information pertaining to available properties.
- Assist with website maintenance.
- Act as the point of contact for IT issues within the company and implement the corrective actions as recommended by IT support.

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EXPERIENCE

Team Manager

Lindenwood University | Interactive Media and Web Design Firm

209 S Kings Highway, St Charles, MO 63301 | August 2017 – May 2019

As a team manager within the IMWD Firm, I worked one on one with clients to establish timelines and arrange their projects. I then communicated those projects to the design team and ensured that the timeline was adhered to and that the client's needs were met throughout the entire process.

- Worked with clients to establish project timelines and negotiated contracts.
- Project management and oversight to ensure all project tasks were identified and completed to meet agreed up deadlines. Overseeing teams of 3-10 people.
- Assisted the design team and worked individual tasks to ensure projects completed on time.
- Continual communication with the client to discuss changes, edits, and design scope.
- Compiled and delivered final packages to client and ensured they were happy with the results.