

sarah b.

graphic designer +

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work experience

Marketing and Operations Supervisor

Provenance Restaurant & Catering, Bon Appetit Company at The Cleveland Museum of Art

OCT 2014 - PRESENT, Cleveland, OH

- +Duel role in Operations and Marketing, supervises staff of restaurant, catering events, and café.
- + Banquet Captain, staffing events, serve all wedding tastings, creates side work for teams and timeline of events, organizing set up and tear down.
- +Have assisted in organization and execution of events for over 1000 guests to 800 person seated dinners.
- +Utilizing additional skills as server or bartender to ensure service is complete or to assist in training.

Marketing Supervisor Roles:

- +Leader of in-house design, both print and digital, for Provence Café, Restaurant, and catering.
- +Consistently updates main website, files, catering packets, folders, fliers, social content, email marketing, and more.
- +Plans, executes, and develops new events in conjunction with Chefs, General Manager, and the Cleveland Museum of Art's marketing team to bring in new business.
- +Creates and photographs content for marketing ads and images, including editing, and more.

Senior Print Associate | Digital Output Center

AUG 2014 - MAY 2018, The Cleveland Institute of Art

- + Mentored and assisted student peers with the setup of print files, paper selection, sizing, etc.
- +Trained on various type of printers, digital printing, laser printers, large format printing (44" wide), scanning, vinyl prints and weeding, adhesive printing, and printer maintenance.
- +Gained experience with large foam cutters, scoring, mounting, bookbinding, and more.

Design Intern | Mace INC.

SEP - FEB 2018, Cleveland, OH

- + Assisted with basic file setup and finishing incomplete files, cutting and mounting for presentations and other projects.
- + Created new content for a line of Mace equipment, including sourcing images for some social content.

Design Intern | Lake Humane Society

MAY - AUG 2017, Mentor, OH

- +Created and promoted social media images and videos for animal adoptions, supply drives, etc.
- +Assisted with branding change, t-shirts, pamphlets, and minor edits to the logo.

education

The Cleveland Institute of Art (CIA)

Class of 2018, Cleveland, OH

Bachelors of Fine Art, Graphic Design

skills

Adobe

InDesign, Illustrator, Photoshop, Dreamweaver, Muse, After Effects, Flash, Premiere Pro, XD, Lightroom

Photography

Digital, Film 35mm, Pinhole, Fixation

Microsoft

Power Point, Word, Keynote, WordPress

Digital Printing

Large Format printing (44" wide), Vinyl prints and weeding, mounting prints, and bookbinding

Printmaking

Litho, Silkscreen, Letterpress and care, Linotype, Monoprints, Woodcuts, Photo-litho

volunteer

Media Assistant | Community Service Club

OCT 2015 - MAY 2018, CIA

Student group which organizes community service projects. Supported with design and social media posts.

Museum of Contemporary Art (MOCA)

FEB - MAR 2014, Cleveland, OH

Participated in a special event in conjunction with the Cleveland Institute of Art, engaging the public to encourage and inspire them to create post cards of their own after viewing CIA's Freshman Mail Art.