

Sara Mae Prentice

Multimedia Designer • Artist • Creative Visionary

Cover Letter / Video

Dear Hiring Committee,

It is my absolute pleasure to be applying for the role of Sr. Graphic Designer. I have spent over 7 years at Gilbane perfecting my skills in the development of digital and print content. Communicating and collaborating with a variety of individuals and teams on countless campaigns. Passionately learning new ways to create content that is appealing, on-brand, and easy for my peers to continue using for years to come.

Moving forward, I plan to continue finding new and innovative ways to create stunning and interactive content. Learn from my experiences while also providing trouble-shooting and training materials to educate my peers along the way. Investigate new technologies and applications to help streamline processes and make deliverables more efficient for all.

Please take a moment to enjoy my cover video, linked below, and to peruse through my resume, memorable projects, and reference letters that I have put together in this document.

Thank you for your time and consideration!

Sara Mae

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Cover Letter / Video

Sara Mae Prentice

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Experience

December 2017 – Current

Gilbane Building Company

Media Designer / Creative Services Specialist

Lead designer on major projects including Annual and ESG Reports. Collaborator on brand refresh and template builds for emails, websites and interactive indesign files. Supply support for teams both local and international with presentations and graphics to pursue construction related projects. Contribute to photography and video assets and development. Build wide-format print files for office branding, site signage and tradeshow booths. Lead in-person and virtual training sessions on Adobe programs and provide technical-support when needed.

November 2012 – May 2017

Quality Sign Crafters

Sign Crafter

Wholesale fabrication and distribution of signage for food chains, retailers and hotels. Operated and managed print and engraving equipment and programs. Assisted in assembling and shipping signage nationwide.

Education

August 2013 – May 2017

University of Connecticut

Bachelor of Fine Art

Studio Art Minor

Concentration on interactive design and printmaking. Crafted design and marketing projects both independently and collaboratively.

- Fine Arts Talent Scholarship in Digital Media Design
- Deans List

Current Address:

98 Jackson Flat Road
Hope, Rhode Island 02831

Phone: (401) 543-7464

Email: SPrentice@GilbaneCo.com

Internships

- General Dynamics Electric Boat
- Structural Graphics, LLC
- STS Motorsports Graphics

Skills

- Template Building
- Content Management Systems (CMS)
 - HubSpot
 - Wordpress
- HTML and CSS
- Canva
- Adobe Creative Cloud Libraries
- Adobe Programs
- Photography / Videography
- Building Infographics
- Icons and Logo Design
- Digital and Print Layouts
- Wide-Format Printing
- Communication / Collaboration

References

Lisa Napolitano

Owner - Quality Sign Crafters
(860) 423-1931

Wes Cotter

Director of Corporate Communications
Gilbane Building Company
(401) 447-2714

Portfolio

A few memorable and recent projects

Intel (Project Cardinal) Anniversary Video

Working with the local Ohio team, we were able to pull together drone footage, interviews and images to create an exciting anniversary video. Created using Adobe After Effects and Premiere Pro.

ERG Logos Revamp

Collaborated with Alyssa Giron-Peralta and ERG leadership to develop custom logos for each ERG that embodies the individual groups heritages and values. Logos made in Adobe Illustrator as EPS files for easy customization.

2023 Gilbane Cares Report

Laura Onessimo and Lynn Rasic provided me thoughtfully written out content for the companies Environmental, Social, and Governance (ESG) report. Which I then reimagined into an interactive design. Created using Adobe InDesign.

2024 Sustainability Recap: Building Purpose

Working with JT Aaron and Tabitha Scott from the sustainability group, we put together a year-end recap / thank you message to their team. Graphics created using Adobe InDesign and Illustrator. Video created in Canva.

Reference Letters

Dear Hiring Committee,

I've been working with Sara Mae since she joined the company as a graduate right out of college. In those early days she showed a real talent for creating sophisticated designs that placed Gilbane's materials at a high level visually and in terms of easy information flow. Since that time she has proven herself to be a skilled and highly adaptable designer over and over on many issues of the annual report, ESG report, wall graphics for offices across the country, updates to the Gilbane history book and more. She is at ease working with employees at every level including the C suite.

As a person, she walks with both feet on the ground and is someone who is easy to talk to and brainstorm with -- as a designer she flies at a high level of skill and creativity and delivers on-time and on-target.

I'm proud of the materials I've created with Sara Mae and whole heartily recommend we keep her in the Gilbane family where she has earned a home with her intellect and skills.

Wes Cotter

Director of Corporate Communications

Dear Hiring Committee,

I am pleased to write this letter of recommendation for Sara Mae Prentice, who has been an invaluable member of our team at Gilbane Building Company. I have had the pleasure of working closely with Sara Mae last year on the Gilbane Cares Report, and recently on the end-of-the-year thank you/update video on our company's sustainability efforts in 2024.

Sara Mae is an exceptional technical expert with a keen eye for detail and a passion for creative design. Her dedication to quality was truly remarkable. She worked tirelessly to iterate and update the content, ensuring that it accurately reflected our company's achievements and goals. Sara Mae's ability to pull in other experts and collaborate effectively was instrumental in the project's success.

One of Sara Mae's standout qualities is her receptiveness to feedback. Throughout the project, she actively sought input from team members and stakeholders, demonstrating a genuine commitment to producing the best possible outcome. Her recommendations were always insightful and added value to the project.

In addition to her technical skills, Sara Mae possesses excellent communication abilities. She consistently kept the team informed of progress and any challenges that arose, fostering a collaborative and supportive work environment. Her ability to balance independent work with team collaboration makes her an ideal candidate for the Sr. Graphic Designer position.

Sara Mae's creativity, technical expertise, and dedication to excellence make her an outstanding asset to any team. I have no doubt that she will continue to excel and make significant contributions in her future endeavors.

Warm regards,

Tab.

Tabitha A. Scott CEM, CDSM, CHTP

VP Global Sustainability