SARAH BAUTISTA
WEB DESIGNER & DEVELOPER

SUMMARY

Currently studying database administration and website design with a passion to pursue them further. Eager to learn and build on my strong creative and analytical skills. Enthusiastic, detail-focused team player.

EXPERIENCE

WORK STUDY OFFICE ASSISTANT
USC Dornsife Honors Program
November 2021 - Present

- Greet incoming office visitors and answer all questions
- Help with administrative support by managing incoming calls, coordinating files, and sorting mail
- Collect and enter information for staff into confidential databases

OUTREACH CHAIR AND SOCIAL MEDIA COORDINATOR
USC Girls in Games
February 2021 - Present

- Develop expert-level marketing content for various popular social media platforms
- Promote successful strategy with consistent brand messaging and visual designs across digital outlets
- Increase member engagement through social media by focusing on retention and brand awareness

CALL TIME MANAGER AND CAMPAIGN INTERN
William Sanchez for U.S. Senate
June 2021 - December 2021

- Worked closely with William to maintain project efficiency
- Prepared written reports, documents, and Excel spreadsheets
- Coached William on communicating effectively with political donors to understand their needs and provide excellent service

CONTACT

- ☎ 305-972-6245
- ✉ sarahcbautistal@gmail.com
- 📍 Los Angeles, CA

SKILLS

- Full-Stack Development
- Web Design
- UI/UX Prototyping
- Wireframe Creation
- Complex API Usage
- Design Thinking
- Problem-Solving
- Social Media Management
- Strong Communication

EDUCATION

2020 - 2024

UNIVERSITY OF SOUTHERN CALIFORNIA

BA in Psychology, Data Science

LANGUAGES & TECHNOLOGIES

Python, Javascript, Java, HTML/CSS, SQL, PHP, Sass

Bootstrap, Figma, jQuery, Adobe, MySQL, cPanel, React, Node.js