

Sarah Cawthon

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WORK EXPERIENCE:

Techtronic Industries - TTI

Event Marketing Specialist

Phoenix, Ariz.

January 2018 - Present

- Utilize TTI marketing strategies to inform customers and drive sales for outdoor products to reach weekly, monthly and quarterly goals
- Plan, coordinate and execute large scale events and demonstrations to showcase products

Omaha Code School & HearNebraska

Front-End Web Developer

Omaha, Neb.

July - October 2017

- Implemented the design for a vinyl archive that can digitally catalog local albums, artists and contributors using HTML, CSS and Javascript
- Developed the functionality to categorize and sort albums and artists

Ancilla College

Director of Testing & ADA Assistant

Donaldson, Ind.

January 2017 - July 2017

- Coordinated and administered services to students such as testing, tutoring and other accommodations in compliance with ADA
- Supervised the testing center and student employees, handled administration-related tasks as well as administered and graded placement exams and essays

Union Gate Conversation Center

English Teacher

Queretaro, Mexico

July 2016 - December 2016

- Taught Intermediate to Advanced English to university students from Tecnológico de Monterrey and Universidad Autónoma de Querétaro
- Created lesson plans and various English assignments

Hollister Co.

Assistant Manager

Mishawaka, Ind.

April 2014 - November 2015

- Recruited, hired, trained and developed 70+ sales associates on stock-room, customer service, sales floor and loss prevention procedures
- Drove store performance and reached quarterly sales goals
- Maintained visual standards by managing merchandise, product flow, inventory levels, store layout and garment rotation

IUSB Preface Newspaper

Social Media Editor and Staff Writer

South Bend, Ind.

August 2014 - May 2015

- Strategically planned, programmed and optimized original content on various social media platforms (Facebook, Twitter, Instagram)

CONFERENCES & COURSES:

NABShow

National Association of Broadcasters Conference

Las Vegas, Nev.

April 2017

General Assembly

Introduction to Digital Marketing

Chicago, Ill.

March 2017

EDUCATION:

University of Notre Dame

TESOL Certification, 2016

Indiana University

Mass Communication & Psychology
Bachelor of Arts, 2015

CORE QUALIFICATIONS:

Communication

- Excellent written and verbal communication skills
- Detail and multi-task oriented
- Good project management skills
- Able to function well independently and in coordination with others

Web / Software

- HTML and CSS / SASS
- Responsive Design Principles
- Basic Javascript and ReactJS
- Basic Google Analytics
- Microsoft Office Suite
- Adobe CS6 Indesign, Photoshop and Illustrator

VOLUNTEER WORK:

Do Space

Omaha, Neb.

October 2017

- Taught basic coding skills to students through the creation of various projects

Junior Achievement

Mishawaka, Ind.

April 2015, May 2016

- Taught elementary school students about economics through stories and various activities

Las Obras de Catalina, A.C.

Queretaro, Mexico

July 2013

- Improved students' reading and writing abilities as well as social skills and classroom participation