

# Sarah Cawthon

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Indiana

## PROFESSIONAL PROJECT:

### Vinyl Archive for HearNebraska

Front-end Web Developer

Omaha, Neb.

October 2017

- Implemented the design for the vinyl archive using HTML and CSS
- Developed and executed a styleguide template

## WORK EXPERIENCE:

### Ancilla College

Director of Testing

Donaldson, Ind.

February 2017 - July 2017

- Coordinated and administered services to students with disabilities such as testing and other accommodations in compliance with ADA
- Supervised the testing center and student employees, handled phone inquiries, correspondence and other administrative-related tasks
- Created an ESL program to improve students' English abilities

### Union Gate Conversation Center

English Teacher

Queretaro, Mexico

August 2016 - December 2016

- Created lesson plans and various English assignments based on students' specified language level and needs
- Provided answers and helpful tips for grammar questions

### Culver Military Academies

Summer Health Center Clerk

Culver, Ind.

April 2016 - July 2016

- Managed, organized, and stored students' health records physically and electronically through the school's database and filing system
- Communicated with parents in person, over the phone and by email as necessary

### Hollister Co.

Assistant Manager

Mishawaka, Ind.

April 2014 - November 2015

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

## CONFERENCES & COURSES:

### NABShow

National Association of Broadcasters Conference

Las Vegas, Nev.

April 2017

### General Assembly

Introduction to Digital Marketing

Chicago, Ill.

March 2017

### Universidad Autonoma de Queretaro

A2 Intermediate Spanish Class

Queretaro, Mexico

October 2016 - December 2016

### Habla Hispana

A1 Pre-Intermediate Spanish Class

San Miguel de Allende, Mexico

January 2016 - March 2016

## EDUCATION:

### Omaha Code School

Web Development, 2017

### Univeristy of Notre Dame

TESOL Certification, 2016

### Indiana University

Mass Communication & Psychology  
Bachelor of Arts, 2015

## SKILLS:

### Coding Languages

- HTML
- CSS / Sass
- Javascript
- Basic Ruby and Sinatra
- Basic jQuery, Jekyll and AJAX
- Wordpress
- Responsive design principles

### Graphics

- Adobe Photoshop, Indesign and Illustrator
- Final Cut Pro
- Photo and video skills with Canon DSLR and GoPro cameras

### Software

- Microsoft Office Suite - Word, PowePoint, Excel and Outlook

### Communication

- A2 Conversational Spanish
- Excellent written communication

## VOLUNTEER WORK:

### Do Space

Omaha, Neb.

October 2017

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

### Las Obras de Catalina, A.C.

Queretaro, Mexico

July 2013

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