



## Sarah Simons

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## Skills

- Print & Layout Design
- Logo Design
- Website Graphics
- User Research
- Website Design
- Bootstrap 4
- JavaScript
- Wordpress
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Dreamweaver
- Comfortable using both Mac & Windows operating systems
- Problem Solving
- Collaboration
- Agile Methodologies

## Education

Portland State University • October 2021 - Present

Bachelor of Science in Computer Science  
Minor in Physics

Art Institute of Dallas • January 2017 - June 2019

Bachelor of Fine Art in Graphic & Web Design  
Web Design Concentration

West Hills Community College Coalinga • August 2013 - May 2015

Associate of Art in Art

## Experience

Earth Class Mail • January 20 - Present

Mail Sorter/Digitizer Temp

Open and scan customer's mail, paying attention for things such as bound materials, credits cards, etc and inserting appropriate comments in the scans to inform the customer what to do for these items. Extract mail throughout the warehouse in order to prepare it for scanning by sorting the items into manual and automatic opening, as well as verifying that the items picked are correct.

DFW's Furgotten Friends • July 2018 - May 2022

Volunteer Web Master

Designed a new layout using WordPress for the dog rescue DFW's Furgotten Friends Maintained the website for the founder and added forms as needed for events as well as ensuring the website remained up to date and functional. Edited photographs to ensure proper size and resolution for the website.

## FedEx

Lead Consultant • July 2021 - September 2021

Consult with customers in order to determine their printing needs and find the best solution for them, keeping in mind budget, quality as well as quantity and speed. Reset all retail as instructed by the months' planogram and ad-hoc inventory as needed to ensure counts are kept current.

Store Consultant • December 2021 - July 2021

Consult with customers to determine the appropriate packaging for their shipments, create shipments and pack them with care. Assist customers with using the self serve printers and photo stations including showing customers how to use them and trouble shooting.