

Sabrina Kee

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Education

State University of New York at
New Paltz

Bachelor of Science
June 2016

Major: Visual arts, concentration in
graphic design and photography
Minors: Sociology, Spanish

Certification

CPR & AED

May 2015 - Present

Skills

- Conversational Spanish (CEFR Level B2)
- Proficient with Mac & PC
- Proficient in Adobe Photoshop, InDesign, Illustrator & Bridge
- Proficient in Microsoft Word, PowerPoint & Excel
- Experience with HTML & CSS
- Proficient in digital & film photography

Employment

Active Ventilation Products

Marketing Assistant | December 2017 - Present

- Design of print and web marketing materials such as postcards, presentations, and business cards
- Management of the Customer Relationship Management system
- Management of products sold wholesale to retailers
- Product photography, retouching and upload for merchandising.
- Assisting in the design and development of company's new website

Storm King Building Company

Graphic Designer | December 2016 – November 2017

- Windsor Crest Condominiums III: Designer of signs, brochures, newspaper and web ads, floor plans, and site map. Maintaining website and social media pages. Photographing buildings in progress.
- Designing material for several other entities under same developers
- Various administrative duties including creating invoices and schedule of values, filing jobs, and scheduling inspections

Shoprite Supermarket

Bakery Clerk | August 2013 – December 2016

- Bakery trainer of the store, covering food safety, company standards, and bakery procedures with new associates.
- Checking and storing inventory, food and supply ordering.
- Using a diverse set of skills in cake decoration, mixing and baking, rolling out breads, food prep, closing shop, cleaning and sanitizing

Volunteer & Campus Experience

Hudson Valley Hate Free Zone Artist Collective

Group leader and facilitator | February 2017 – Present

Designing a poster for organization's startup. Scheduling and facilitating group meetings. Creation, display and promotion of the local arts of the Hudson Valley.

Community Voices Heard

Freelance Designer & Group member | February 2017 – Present

Designing flyers for various CVH events in the Hudson Valley. Promoting and attending various community meetings, rallies and fundraisers, including an interview featuring NY Attorney General Schneiderman.

Conversation-One

Group member and facilitator | March 2015 – May 2016

Designing poster for a weekly campus meeting organized by the Dean of the Sojourner Truth Library. Assisting in the creation of the mission statement. Facilitating discussion on marginalization and campus climate.

Spanish Club

Public Relations & Graphic Designer | February 2015 – December 2015

Designing official logo for the club. Managed student email list, social media promotion, and club collaboration.