



saramandadesigns

cellular: 415-203-6646

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email: saramanda@gmail.com

web: www.saramanda.net

OBJECTIVE:

I am Seeking an opportunity to contribute to the dynamic, fast-paced environment of a growing or established company, drawing upon my fine arts and design skills and experience. I am independant, creative and flexible, accomplished in every step of print and web development, from strategy to implementation. I am a quick learner and always eager to learn new skills.

EXPERIENCE:

McKinsey & Company, San Francisco, CA/Dubai U.A.E. August 2004-present
Executive Assistant/Graphic Specialist

- Administrative: Planned events, managed calendars, took care of client billing, both in San Francisco and Dubai, U.A.E
- Graphics: Assisted with the design and development of the McKinsey West Coast Intranet, created signage, invitations, internal event branding and client presentations.

June 2000-June 2004

E2 Media, South San Francisco, CA
Art Director

- Worked with the Creative Director, designing and producing magazine advertisements, identity packages, catalogues, press releases, logos and promotional materials for a variety of clients. Was involved in projects from concept through print, working with pre-press and print vendors. Attended all photo shoots and press checks.
- Developed and designed the E2 Media web site, www.e2media.com.
- Collected estimates and project information and put quotes together.

Satyricon LLC, New York City, NY
President

January 1998-April 2000

- Fashion Design: designed and created prototypes for a fashion line twice yearly, oversaw manufacturing and quality control, all on a tight schedule and with a limited budget.
- Marketing: assembled and maintained a client base by organizing trade shows, trunk sales and mailing catalogues to boutiques with appropriate profiles.
- Graphic Design: designed the logo, business cards, catalogues and mailed advertisements. Additionally, my partner and I wrote all copy.
- Art Direction: art directed all fashion shoots.

Kishori, Inc., New York City, NY
Operations Manager

September 1995-July 1998

- Assistant to fashion designer: clothing design assistant, graphic design assistant.
- Administration: managed accounts payable and receivable, inventory, ordering, customer service, correspondence with our manufacturer in Asia, switchboards, shipping, budgeting and payroll.
- Marketing: trade show rep.



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FREELANCE:

Interior Design:

Assisted Interior Designer Noa Brosh by sourcing one-of-a-kind antiques, photographing them and creating booklets of the photographs for clients, New York 1996.

Art Handling:

Created customized packages for pieces of art to be shipped. Additionally was a general assistant and stand-in Registrar at two Fine Art Galleries: Tatistcheff Gallery and Frumkin Adams Gallery, New York 1994

SKILLS:

Computer Skills:

- General: Microsoft Office, ClarisWorks, Quickbooks.
- Print: Adobe Photoshop 7, Adobe Illustrator 10, Adobe InDesign, Adobe Acrobat, QuarkXPress.
- Web: Adobe ImageReady, Adobe GoLive, Adobe LiveMotion, Macromedia Director (some lingo), Debabilizer, Adobe Premiere, Adobe After Effects.

Other Skills:

- Knowledge of basic B&W photo processes, including film and print development.

EDUCATION:

Continuing Education

- Intensive Multimedia, NYU, Fall 1997
- Design, Painting, drawing, Photography, California College of Arts and Crafts, Summer 1999
- Psychology, Creative Writing, Stanford University, Fall 1999

Sarah Lawrence College

Bronxville, New York: Art History, Fine Arts

Lorenzo Di Medici Art College

Florence, Italy, 1993: Art History, Fine Arts

REFERENCES:

Available Upon Request