

Sarah Freeman

Education

Bachelor of Arts, American University

Visual Media Major, Studio Art Minor
Major GPA: 3.84/4.0 Cumulative GPA: 3.69/4.0
University Honors: cum laude

Experience

Website Assistant

July 2003—Present

Americans for the Arts, Washington DC

- Develop forms using javascript, asp, and cgi for conference registrations
- Help to design information architecture for re-development of the Americans for the Arts website
- Design and develop broadcast emails and banners
- Perform routine website updates
- Design flyers, brochures, and business cards using Adobe Photoshop and QuarkXPress
- Design and develop website for pARTicipate2004, joint conference between Americans for the Arts and the National Assembly of State Arts Agencies (<http://www.participatweb.org/>)
- Design and develop slideshow using Macromedia Flash for web and cd distribution

Web Development Intern

January 2003—June 2003

- Develop intranet through research, design, and content gathering
- Design layout and content for YouthARTS grantees section of web site
- Design print advertisements, broadcast emails, and banners
- Performed daily duties (site updates, email broadcasts) of Webmaster during a two week absence

Webmaster

November 2002—Present

Facilitating Leadership in Youth (FLY), Washington DC

- Re-designed and currently maintain the web site for FLY, a non-profit organization dedicated to tutoring and providing summer camp for youth in Southeast DC (<http://www.flyouth.org/>)
- Developed online photo gallery to show FLY's youth and to showcase their artwork
- Upload new information and photos as needed

Student Technology Consultant—Management Support

January 2001—August 2003

Anderson Computing Complex, American University, Washington DC

- Assisted approximately 30 customers per work day with minor hardware (replacement of keyboards, mice, etc.), software (work with all software in skills section), printer and network (Novell Client) issues
- Managed student technology consultants and oversaw lab operations in the absence of a manager
- Helped maintain Anderson Computing Complex web site
- Participated as one of a five-person Search Committee for Anderson Computing Complex Manager
- Trained 10 student technology consultants in adaptive technology software
- Voted STC of the Year for 2001 and 2002

Student Technology Consultant—Advanced Support

April 2000—January 2001

- Assisted customers with intermediate level software, hardware and network issues

Student Technology Consultant—Desktop Support

September 1999—April 2000

- Assisted customers with basic level software and network issues

Freelance Web Design

- School of International Service, American University – Undergraduate Council, **Webmaster** (<http://www.american.edu/ocl/activities/groups/sisuc/>)
- Social Venture Partners of the National Capital Region, **Web Designer** (<http://www.geocities.com/fussioning/svpncr1.jpg>)

Skills

- **Web Design**—Basic Knowledge of: JavaScript, Macromedia ColdFusion, Macromedia Flash, and Microsoft Front Page; Intermediate Knowledge of: Adobe Image Ready 3.1, Cascading Style Sheets; Proficient in: HTML Coding, FTP, Macromedia Dreamweaver MX & Homesite, Adobe Photoshop 6.0/7.0
- **Other**—Basic Knowledge of: Final Cut Pro, Adobe After Effects, Visual Basic Programming, Novell Client, QuarkXPress; Proficient in: Microsoft Word, Excel, PowerPoint; Windows 98/00/XP