



## SARAH A. HIGGINS

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### OBJECTIVE

A creative position that will continually grow my graphic, administrative and computer skills

### SUMMARY OF SKILLS

#### Graphic

- Computer Production, Building Vector Logos, Create Concepts, Photo Editing, Typography, Photography, Printmaking, Painting/Drawing with Multimedia, Preflight and Sign/Banner Output and Finishing

#### MAC/PC programs

- CC Adobe Illustrator, Photoshop, InDesign, Acrobat MS Office- Word, Excel, PowerPoint, Outlook

#### Administrative

- New Employee Training, Customer Service, Sales, Create Proposals, Coordinate Outside Vendors, Education Strategies, Merchandising, Create Original Spreadsheets, Invoice, Fax, Copy and Mailing

### WORK EXPERIENCE

#### Brighter Promotions / Windy City Novelties *Vernon Hills, IL*

2007 to Present

##### Graphic Designer

- Support Imprint Manager and 9 Sales Reps with weekly production of up to 200 imprint orders: receive and review customer art, answer imprint questions, convert artwork to four color maximum spot vector for pad print orders, create paper proofs, photoshop virtual pictures with customer logo, take pictures of finished product for rush job prepros, color separations and output of films
- Create line drawing art specifications for imprint areas for paper proofs, website and catalog
- Design novelty items, invitations, banners, logos, internet headers for affiliate sites, tower ads and packaging
- New employee training
- Photograph and photo edit new item images and animated gifs for websites and catalogs

#### Aveda Corporation – Aveda Services Great Lakes *Chicago, IL*

2006 to 2007

##### AS Great Lakes New Business Coordinator

- Supported 2 New Business Managers with their openings of new salons in WI and IL
- Coordinated and followed up with vendors, corporate customer relations and new business managers to ensure accurate delivery of opening orders
- Took on special projects for VP and Directors

#### Salon Systems Aveda Distributor *Menomonee Falls, WI*

2004 to 2006

##### Aveda New Business Development Assistant

- Sent out initial paperwork, updated opening orders and created proposals for new salons
- Scheduled education with Customer Service
- Coordinated salon openings by ensuring accurate and timely delivery of opening orders
- Merchandized new salons with current Schematics

#### Gear for Sports *Lenexa, KS*

2002 to 2006

##### Outsourcing Artist

- Weekly production of up to 40 screen print designs for Champion and Gear Apparel

#### Kinkos *Brookfield, WI*

2002 to 2004

##### Sales Associate

- Performed administrative duties including customer service, copy, fax, phone and cashier
- Created, produced and finished customized sign and banners
- Preflight of customer computer files

#### Gear for Sports *Lenexa, KS*

1999 to 2002

##### Graphic Artist II

- In-house weekly production of up to 100 screen print designs for Champion and Gear apparel
- Developed concepts for screen print designs
- Built vectorized customer logos in Illustrator

### EDUCATION

#### Kansas City Art Institute

B.F.A. Design 1999

Scholarship 1995-1999 Dean's List Spring 1996

University of Wisconsin Milwaukee

Fall 1997