

Sara Reid

sara.reid@live.com | www.sarareiddesigns.ca | 250-421-6004
845 306 St. Marysville, BC, Canada. V1a 3h9

Objective: To obtain a full-time position where I can fully utilize my hospitality, graphic design and marketing skills.

Highlights Of Qualifications:

- Knowledge of POS systems including Squirrel Systems, Micros.
- Proficient in various computerized applications, such as; MS Word, PowerPoint, Outlook, multiple Internet browsers & Adobe Creative Suite programs; Photoshop, Illustrator, Dreamweaver, InDesign & Acrobat.
- Ability to work well with colleagues and customers.
- Infectious enthusiasm, strong commitment to cooperative teamwork
- Food preparation and culinary skills
- Excellent organization, coordinating, communication and presentation skills
- Extremely professional & customer service oriented.

Relevant Experience:

- **Customer Service & PR**
 - Worked with cash transactions and provided food/drink service.
 - Handled take out, delivery and catering orders.
 - Dedicated promoter of the business's products & services.
 - Creating a comfortable inviting atmosphere for guests when they arrive.
 - Once guests are ready to leave, I strive to provide incentive for them to return.
 - Catered and served multiple wedding receptions.
 - Accommodated guests/customers in a fast and efficient manner.
 - Social media marketing for events
- **Teaching and Training**
 - 2 design and communication Certificates, BCIT & Emily Carr; Digital marketing & graphic design.
 - 10 years experience in the restaurant industry working as a hostess, waitress and bartender, shift leader. Managed/Supervisor for 1 year.
 - Food Safe Certificate
 - Serving It Right Certificate
 - Supervisor for Pint 405 Pub. Duties including scheduling, staff management, event management, operations, & promotions

Education History:

- **Graphic Design Communications Management Certificate; Emily Carr 2011-2012**
 - Studied the fundamentals of graphic design & developed a solid foundation of design skills. Trained in desktop publishing, print & web design, corporate branding/communications and project management.
- **New Media & Web Development Certificate; BCIT 2010-2011**
 - Trained in photo manipulation, audio/video technologies, graphic design, technical web design, way-finding strategies and motion graphics/animation.
- **Art Portfolio Development Courses; Capilano University January 2009**
 - Trained in technical art techniques such as sketching & drawing, art theory, color theory, acrylic & watercolor painting and project/portfolio presentation

sara.reid@live.com | www.sarareiddesigns.ca | 250-421-6004
845 306 St. Marysville, BC, Canada. V1a 3h9

Sara Reid

sara.reid@live.com | www.sarareiddesigns.ca | 250-421-6004
845 306 St. Marysville, BC, Canada. V1a 3h9

Employment History:

Server/Waitress:

July 2007 – present

Tending to guests needs while providing an inviting atmosphere to dine-in.

- Responsibilities include promotions, quality control, bartending, impeccable customer service & professional public image.
 - Restaurants I've worked for include: Milestones, Spiros Greek Taverna, Dinakis, Paros Taverna, Rocky Point Taphouse, Pint 405 Pub, Spacca Napoli Pizzeria, Overtime Beer Works.

Freelance Graphic Designer:

May 2009 – present

T-shirt designs, logos, corporate stationary, advertising & promotional print pieces, website mockups & digital design.

- Responsibilities include extensive concept development (sketches, roughs, comps, final pieces), focused target market research & strategic design problem solving.
 - Client history includes: Farewell Foundation, Firesign Designs, Ancell Marketing, Purified Water Store, Dinakis Mediterranean Grill, Paros Taverna, Marina's Taverna and Pizza, Fastsigns Coquitlam, Pint 405 Pub, BC Ringette Association.

In-House Graphic Designer for IRIS Optometrists Opticians:

August 2013 – May 2015

Graphic designer at IRIS Optometrists Opticians working in the marketing department at the Langley, BC, head office.

- Responsibilities include managing brand consistency on the web, updating the wordpress website, management of national promotion web updates for various companies, copywriting, blogging, designed window banners, lightbox graphics, printed advertisements and car wraps/decals.

Social Media Manager/Website Manager: *April 2011 – July 2013*

Manage content updates and re-works webpage design if needed. Manages Facebook, Twitter, Pinterest & restaurant review accounts.

- Responsibilities include making sure website is up to date the moment content changes, and keeping an eye on its activity. Posting consistently while following brand guidelines. Actively promote business in new ways.
- Client history includes: Dinakis Mediterranean Grill, Sons of The House of Entertainment, The Coquitlam-Moody Ringette Assoc., Paros Taverna, Pint 405 pub.

Online Portfolio Available Here: www.sarareiddesigns.ca

References available upon request.