



**SARA BERTKA**

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## PROFESSIONAL EXPERIENCE

### Production/Sales Intern

Totally Promotional, Coldwater, OH  
June–August 2017

- Used Salesforce software to take client-submitted artwork and prepare a digital proof in Adobe Illustrator

### Digital Solutions Group Marketing Intern

Bank of Oklahoma Financial (BOKF), Tulsa, OK  
April 2018–Present

- Assisted with UX related responsibilities utilizing a design language and libraries within Sketch
- Worked alongside developers, quality assurance, and business analysts within the agile workflow

### Volunteer Designer/Media Team Member

Marybeth's Cottage, Jacksonville, FL  
March 2016–December 2017

- Designed an informational brochure for capital campaign

Cable Road Alliance Church, Lima, OH  
April 2011–August 2016

- Learned Media Shout
- Prepared slides, implemented setup and ran presentation
- Worked with a team and trained team members
- Adapted quickly to pressure situations

### Contract Graphic Designer

United Desert Gateway, El Centro, CA  
Spring 2017–Fall 2017

- Designed an informational brochure for the Plank Road Centennial
- Designed a "Call for Entries" flyer/social media post for the Imperial Valley International Film Festival

### Graphic Designer

BMoore Connected, Bluffton, OH  
December 2016–August 2017

- Designed logo and business card
- Responsible for photography

## EDUCATION

### School of Advertising Art, Kettering, OH

Associate Degree of Applied Business in Advertising Art  
August 2016–June 2018  
Class Rank: 1 of 52

- Trained in hybrid design with courses in traditional print/package design, web design, introductory web development, photography, and illustration
- Member (lead strategist and presenter) of the National Student Advertising Competition Team (2018)
  - Selected participant in professional portfolio seminars and networking opportunities
- Daniel E. Johnson Memorial Scholarship recipient (awarded for excellence in design and academics)

## SKILLS

- Coda (HTML, CSS, and basic JavaScript)
- Adobe Photoshop, Illustrator, InDesign, Sketch, UXPin
- Basecamp, Microsoft Office, Confluence and Jira by Atlassian
- Skilled in writing and presenting