

# Sara Korn

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## Valuable Skills

- ♦ Skilled project coordinator with strong organizational, planning, and resource management skills
- ♦ Knowledgeable about marketing principles and strategies
- ♦ Strong writing ability (business, technical, and creative)
- ♦ Excellent analytical skills
- ♦ Experienced manager
- ♦ Excellent people skills
- ♦ Proficient in a wide variety of computer technologies

## Computer Skills

- ♦ All my graphic design is done on the Mac, though I am an experienced Windows user as well.
- ♦ Proficient in InDesign, PhotoShop, Microsoft Office, FilemakerPro
- ♦ Experience with web design and development
- ♦ Quick at learning new applications, programs and procedures

## Work Experience

**January 2001 - September 2007**

### **Remedia Publications**

**Scottsdale, AZ**

*Strategic Planning Coordinator (May 2007 - September 2007)*

- ♦ Researched industry trends and identify potential growth areas
- ♦ Worked with company owners to define strategic goals and objectives
- ♦ Oversaw implementation of growth projects and track results
- ♦ Worked on special projects as assigned by owners
- ♦ Continued managing customer service department

*Customer Service Manager (July 2006 - September 2007)*

- ♦ Managed the customer service department while also working as a Customer Service Rep (July 2006 - April 2007)
- ♦ Hired, trained, and managed new employees; dismissed underperforming employees
- ♦ Coordinated workflow with warehouse department and independent contractor to optimize order processing and employee time management.
- ♦ Oversaw technical project to link Remedia's database to the U.S. Postal Service tracking system for the warehouse department

*Marketing Coordinator (January 2001 - July 2006)*

- ♦ Responsible for the planning and layout of all 5 catalogs
- ♦ Evaluated existing products based on sales figures
- ♦ Selected new products for inclusion based on sales potential
- ♦ Planned, designed, and implemented direct mail and web marketing projects
- ♦ Created a database to track product information in order to maintain consistency across the company, provide better access to statistical data, and to increase workflow efficiency

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**Work Experience**  
(continued)

***August 1996 - August 2000***

I held various part-time and seasonal temp positions while I was in college. In each case, I was a valuable team member because I learned the job quickly, I was reliable, and I left the organization better than I found it; at Opus West I created a database to track important building information that was inconsistent in various marketing materials, and I turned my how-to notes into a manual for my permanent replacement—who I helped hire—all while knowing that I would be leaving the position in two months time.

***June 1993 - July 1996***

I had three jobs during my high school years: one at a summer camp, one at a restaurant, and one at the Graham County Superior Court as Teen Court Secretary.

**Education**

***August 1996 - December 2000***

Arizona State University, Tempe, AZ  
Bachelor of Arts in Elementary Education  
Graduated Summa Cum Laude (GPA: 3.81)

***August 1992 - May 1996***

Safford High School  
Ranked 6<sup>th</sup> in graduating class (GPA: 4.190)

**Volunteer Activities**

- ◆ Founder of the Rich Woman Group, a financial education organization for women in the Phoenix area (July 2006-Present)
- ◆ FBLA-PBL Professional Division Member (March 2006-Present)
- ◆ Phi Beta Lambda (PBL), college-level professional business organization, active member for four years (1996-2000), including 1 year as a national officer and 1 year as a state officer
- ◆ ASU Sun Devil Spark yearbook, editor of three sections in one year (1996-97)
- ◆ Safford High School yearbook, editor of advertising section (1994-1996)
- ◆ Future Business Leaders of America (FBLA), high school level professional business organization, active member for four years (1992-1996), including 2 years as chapter president

**Honors**

- ◆ Five-time *Teamwork Award* winner at Remedia Publications
- ◆ Dean's List for all eight semesters at ASU
- ◆ Winner of various competitive event awards in PBL and FBLA

**References**

Available upon request.