



SAHARRAH MALONEY

Graphic Design & Print

315.416.8523 | sparrow_124@hotmail.com | <http://www.saharrahmaloney.com/about-me/>

RELATED STUDIES: *Drawing, Painting, Mac & PC, Click-Up, Zoom, Google Meet, Customer Service, Research, Photography*

SKILLS:

- Advertising & Graphic Design (2 years)
- Business & Marketing (2 years)
- Microsoft Office (9+ years):
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
- Print Production (3 years)
- Typography (2 years)
- Adobe Creative Suite (9+ years)
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe InDesign
 - Adobe Acrobat
- Freelance (2 years)

EXTRA SKILLS:

- Organizational Skills
- Problem Solving
 - Fast Learner
 - Detail-Oriented

EDUCATION:

Bachelor of Fine Arts in Visual Communications:
Advertising Design
Cazenovia College,
Cazenovia, New York
2016-2018

Associate of Science: Studio Art and Design
Cayuga Community College,
Auburn, New York
2014-2016

Emerging Careers and Commerce
Cayuga-Onondaga BOCES,
Auburn, New York
2013-2014

EXPERIENCE:

Print and Marketing Associate, Staples

Auburn, NY -- February 2022 to Present

Assist with customer/business needs such as printing business cards, event invitations & RSVP, large format printing, large format lamination, Staples signs, and much more.

Production Assistant, Change HVAC Marketing

Skaneateles, New York -- July 2021-Oct 2021

Assisted with the Production Manager with day-to-day tasks, such as prepping graphic files for print; ensure job specifications are correct; coordinate with staff, clients and vendors; proofread and verify co-op eligibility.

Graphic Designer/Freelance, Zone MDG

Skaneateles, New York -- July 2020-Oct 2020

Assisted with head of graphic design, with day-to-day tasks, such as, researching social media management and digital marketing.

Design/Marketing, American Food and Vending

Liverpool, New York -- Nov 2018-Jan 2019

Assisted with the Marketing/graphic design team with day-to-day tasks, such as, utilizing documents through Marketing by printing specific client order lists for over 500+ labels and drop shipping, building new client gifts, proofing others work for clients, and other duties such as travel outside office for errands.

Advertising Design Intern, Cazenovia College

Cazenovia, New York -- Aug 2017-May 2018

Designed advertisements that incorporated the college's brand and mission. Developed visually appealing electronic flyers to increase awareness of events and important campus information.

Art Gallery Attendant, Cazenovia College

Cazenovia, NY -- September 2016 to May 2017

Assisted with the cleanliness of Cazenovia colleges art gallery; by opening the gallery to the public at specific times during the day and night. And help the public with information about specific art pieces from students.

Graphic Design Intern, Cayuga-Onondaga BOCES

Auburn, New York -- April 2014-May 2014

Collaborated with the Human Services Coalition to redesign senior booklet. Utilized formatting and style that was functional and attractive.