



Sarah Dart

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Education

Alfred State SUNY College of Technology – Alfred, NY 5/2015
Bachelor of Science: Digital Media and Animation
Minor: Business
Dean's List Spring 2015

Professional Experience

Austin Visuals 3D Animation Studio – Austin, TX 6/2016 to 3/2017
Production Assistant

- Track projects and maintain company's project files
- Compile spreadsheets and discover new business opportunities and clients
- Ensure all documentation is accounted for and properly completed and signed
- SEO: keyword strategies, research to ensure strong rankings amongst top search engines, generate web traffic and create landing pages
- Social media marketing: create graphics, publish blogs, manage social media accounts and edit video clips
- Maintain communication with clients, departmental team members and subcontractors
- Create website mock ups and layouts

Production Intern 3/2016 to 6/2016

- Gathered data and compiled spreadsheets
- Researched and discovered new business opportunities and clients
- SEO: generated web traffic and created landing pages

Walt Disney World – Lake Buena Vista, FL 8/2015 to 1/2016

Disney College Program Internship
Cinderella's Royal Table

- Provided exceptional guest service
- Ensured guest satisfaction by promptly greeting, attending to and seating guests

Disney Class: Human Resource Management and Cast Engagement. Grade: A, Disney University

Alfred State Digital Media and Animation Department – Alfred, NY 8/2014 to 5/2015

Department Intern

- Created a 3D model tutorial video for the structure and installation of a building
- Modeled and textured each of the layers within siding, including: plasterboard, 2X4 boards, fiberglass insulation, plywood, and wood siding

Alfred State Programming Board and Zeta Psi Omega Sorority – Alfred, NY 8/2011 to 5/2015

Public Relations Chair

- Designed and distributed posters throughout campus
- Advertised events, performers and community service projects

Professional Development

“User Experience Design Bootcamp” – Austin, TX

3/2016

General Assembly

- Learned the various components of user interface design for the web; and how to make informed decisions about which types of UI design elements to choose when designing
- Sketched and designed a mobile app prototype

Skills

- Strong multi-tasking and time management skills
- 3D modeling, texturing and design
- Motion graphics, video compositing and editing
- Experience in both PC and MAC operating systems
- Microsoft Office (Word, Excel, and PowerPoint)
- Production and post-production work
- Knowledge of filming and operating video camera equipment
- Storyboarding
- Ability to learn new skills, work under strict deadlines and stressful environments
- HTML and CSS experience
- Experience in computer design softwares including: Maya, Photoshop, After Effects, Premiere Pro, Audition, Indesign and Illustrator, Flash, Mudbox and Renderfarm
- Attention to detail, planning and organizational skills
- Search engine optimization (SEO)
- Communication skills with customers
- Knowledge of SEO management software
- English: native language, Spanish: limited working proficiency

Student Leadership/Civic Engagement

Emerging Pioneers Leadership Program – Alfred, NY

8/2013 to 5/2015

Pioneer Leader

- Developed and demonstrated many strengths to become an effective leader
- Participated in leadership round tables and interactive workshops
- Involved in a community service project to raise money for a number of local charities

Zeta Psi Omega Sorority – Alfred, NY

9/2013 to 5/2015

Founding Mother

- Established a local sorority, and held several leadership positions such as: Vice President, Secretary, Philanthropy and Rush chairman.
- Coordinated and assisted service events such as: the annual Celebrate Service Celebrate Allegany, Hornell Humane Society, All Hands disaster relief trips, and Love 146.