

Sara B. Gebben

Lino Lakes, MN 55014

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OBJECTIVE

Obtain a position where I can contribute and work independently or collaboratively with a design team while growing professionally and gaining knowledge.

EDUCATION

A.A.S. Interactive Media and Graphic Design, June 2009

Minnesota School of Business - Richfield, MN

SKILLS

- ☛ Adobe Photoshop, InDesign, Illustrator, Dreamweaver, Quark, Acrobat, Distiller and Flash
- ☛ Typography and Composition, Photography, Digital Imaging, Page Layout and Web Design

EMPLOYMENT

Desktop Page Layout Specialist

Curtis 1000 - Midwest Region - Hugo, MN

Feb 2010–Present

Prepare files for both litho and digital production. Design, typeset and organize layouts for customers. Format text and artwork with CMYK or Pantone colors. Manipulate and recreate artwork. Proof read jobs ready for production. Assist Customer Service Representatives and Sales Representatives to make sure the customer is satisfied with the final product. Provide quality service and products for customers quickly and efficiently.

Traffic Analyst

Ramsey County, Department of Public Works - Arden Hills, MN

Summer 2007–2009

Collected and analyzed data showing the amount of traffic on specifically mapped road segments around Ramsey County, north of St. Paul. Averaged collected data using JAMAR software and AutoCAD. Updated maps for the county records. Assisted the county with warrants for additional traffic controls.

Produce Team Member

Target - Lino Lakes, MN

Feb 2007–Jun2009

Controlled inventory levels by stocking goods for customers. Unloaded pallets when newer product arrived at the store. Organized backstock by rotating product to maintain a level of freshness, while also going through and disposing of any unusable product. Provided great service for the store by assisting customers with any questions or concerns.

Competition Cheerleading Coach

Centennial Middle School - Lino Lakes, MN

Sep 2006–Apr 2007

Coached the first group of girls in competition cheerleading for Centennial Middle School. Choreographed routines involving dance, cheer, and stunt elements. Organized practice times to cover all required elements within a schedule. Designed fund-raising activities to raise money to cover competition costs and extra expenses. Promoted school pride and good sportsmanship while representing the school, the students and the community.