

Sarah Cleaver

CONTACT

SARAHDENISECLEAVER@GMAIL.COM

(573) 576-7031

100 CONNELL DR., APT. 102
NICHOLASVILLE, KY 40356

SUMMARY

Emerging graphic designer with a strong eye for visual storytelling. A background in marketing coordination, human motivation, and strategic communication brings a unique perspective on design and connection. Working proficiency in Adobe Creative Suite for digital and social content, as well as brand and marketing collateral. Creative work includes self-directed conceptual business branding projects and visual assets.

EDUCATION

M.A. BIBLICAL & THEOLOGICAL FOUNDATIONS

Asbury Theological Seminary 2023-2026
Volunteer at Wilmore United Methodist Church

B.S. BUSINESS ADMINISTRATION

Southeast Missouri State University 2014-2019
Member of the Jane Stephens Honor Program
Recipient of the Regent's Scholarship
Dean's List Spring 2019
Member of Sigma Sigma Sigma Sorority

SKILLS

Design

Adobe Photoshop
Adobe InDesign
Adobe Illustrator
Adobe Express
Canva

Digital

Digital & Social Media Content Creation
Design Concept Planning & Development

Tools

Microsoft Office
Salesforce CRM

Strengths

Creative Problem Solving
Multi-project Coordination
Attention to Detail
Writing & Creative Copy
Cross-functional Collaboration

EXPERIENCE

Accounts Payable Specialist | June 2020 - January 2021

APAC Central

Fayetteville, AR

Managed the company's accounts payable operations by processing vendor invoices, coordinating payments, and maintaining accurate financial records
Fostered positive vendor and client relationships by delivering responsive communication and timely issue resolution
Investigated and resolved billing discrepancies through cross-functional team collaboration
Maintained organized financial documentation in compliance with company policies and accounting standards while maintaining multiple deadlines
Demonstrated exceptional attention to detail while managing confidential financial and business information
Prepared and processed check and electronic payments according to established payment schedules and internal controls

Sales and Marketing Development Coordinator | June - December 2019

Dealership Dynamics Group

Conway, AR

Conducted market research to identify prospective customers, industry trends, and support new business development initiatives
Implemented Salesforce CRM system to manage customer relationships, track sales, and improve lead organization and retention
Applied foundational knowledge of automotive finance and insurance processes to support retail customer transactions
Consulted with customers to assess their needs, recommend tailored solutions and products, and deliver personalized solutions
Collaborated with a local marketing firm to develop promotional materials and enhance the company's digital presence
Provided administrative support, project coordination, and document handling
Executed special projects as assigned to support organizational objectives

Kennel Attendant | December 2016 - May 2017

La Croix Pet Hospital

Cape Girardeau, MO

Delivered exceptional customer service and professionally addressed questions and concerns
Coordinated daily care schedules and maintained accurate records to ensure efficient operations
Collaborated with veterinarians and team members to provide high-quality and tailored patient care
Monitored animal health and communicated observations promptly to support informed decision-making and quality care
Maintained clean, organized, and welcoming facilities to enhance the client experience and uphold brand standards
Prioritized multiple responsibilities while adapting to changing needs in a fast-paced, customer-focused environment

PORTFOLIO

[HTTPS://SARAHCLEAVER.FRAMER.WEBSITE](https://sarahcleaver.framer.website)

Graphic Design
Branding
Marketing
Photography