



Sarah Elisheva Mendez

sarah-mendez.com

Reach me at:

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(303) 264-9224

Education

- ✦ Bachelor of Science
 - Strategic Communication
 - Graduated May 2021
 - University of Colorado at Boulder
 - 3.6 Graduating GPA
 - Dean's list 2018, 2019

- ✦ 37 Credits
 - General Education
 - Aims Community College
 - 4.0 GPA
 - President's List 2016-2017

Experience

- ✦ **Graphic Designer • Learn Brands • July 2021 - December 2021**
 - Manage social media, writing copy and creating illustrations for business to business communication.
 - Design a wide range of educational product trainings that closely followed the established brand look and feel.
 - Structure lessons and courses for maximum information retention and engagement.
 - Write copy for lessons and quizzing, closely following established brand voice and personality.
 - Build courses using a university grade learning management system.

- ✦ **Sales Associate • Terrapin Care Station • March 2020 - July 2021**
 - Create technical documents such as standard operating procedures and project proposals.
 - Produce customer facing content such as product descriptions, storewide labeling and website content.
 - Provide audience insight to corporate employees.
 - Organize storewide documents for communication and customer care.
 - Provide recommendations based on customer preferences and medical needs.

- ✦ **Barista • Starbucks Coffee Co. • August 2018 - February 2020**
 - Establish friendly and professional relationships with regular customers by creating meaningful conversation and memorizing their names, drink preferences, and any dietary restrictions.
 - Befriend difficult customers in order to deescalate problems before they arrive.
 - Personally curate in-depth knowledge of ingredients in both food and beverage components in order to provide accurate information about potential allergens.