

sarah abell

// SUMMARY

Do you need tasks completed? I can assist with a wide range of assignments. I'm a dedicated and dependable multifaceted professional with 5+ years of administrative, technology, design and process management experience.

VIRTUAL ASSISTANT

 Nashville, TN

 Hello@sarahabell.works

 256-714-0303

 sarahabell.works



// SKILLS & CONFIDENCE

Adobe/Office Suite	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Bookkeeping	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Campaign Management	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Dependability	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Detail Oriented	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Email Marketing	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Learning Capability	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Marketing	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Multi-Tasking	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Organization	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Out-of-the-Box Thinking	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Project Management	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Self-Motivated	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Social Media	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Tech Savvy	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Time Management	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Troubleshooting	■ ■ ■ ■ ■ ■ ■ ■ ■ ■

2013
to
Present



// PROFESSIONAL EXPERIENCE

Photographer

- Events (Corporate, Non-profit, Red Carpet)
- Musical Performances
- Sports (Predators Hockey, NFL/College Football)
- Food/Product Photography
- Wedding/Senior Portrait Photography
- New Construction Promotion
- Photo Editor/Archiver

Social Media Management

- Monitored posts, comments, reviews, branding and advertisements for 100+ accounts
- Provided guidance and technical support

Website Design & Development

- Assisted with site architecture, visual design, site development, site testing, site launch and site maintenance for over a dozen websites

Operations Administrator

- Implemented processes for efficiency
- Numerous vendor invoices/statements
- Meeting planning/note taking
- Coordinated signage for 100+ national locations
- New employee onboarding management
- Technical support/troubleshooting

Project Management Operations

- Document Development/Organization
- Deadline Management
- Executed projects with Adobe Suite/Office Suite
- Assisted in team review process using project management software

// AWARDS

Photography Gold Key in Alabama
Scholastic Art and Writing Awards

Gold Hermes Creative Award in
Informational Website

Honorable Mention Hermes Creative
Award in Website Design

Silver ADDY in Interactive Web Design

// CAREER

Marketing Operations Admin
The Onin Group (2015-2020)

Photo Editor
Hudson Yards (2014-2015)

2008
to
2014



// EDUCATION

Bachelor of Fine Arts in Graphic Design
Watkins College of Art, Design & Film

Associates in Commercial Photography
Nossi College of Art