

Sarah Denn

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EDUCATIONAL BACKGROUND

Master's Degree - Interactive Media/Communication

May 2013

Quinnipiac University - Hamden, CT - 4.0 GPA

Coursework: Visual Design, Video Production, Flash, User Design, Social Media & Society, Internet Ethics & Policy Law, Web Programming, Project Planning, Writing for Interactive Communications, Advanced User Design, Interactive Animation

Bachelor of Arts Degree in Communication

May 2004

Bethany Lutheran College - Mankato, MN

Concentration in Audio/Video/Visual Production and Organizational Communication

WORK EXPERIENCE

Administrative Assistant – Catholic Church of St. Peter – St. Peter, MN

2017-Present

- Perform a variety of secretarial, receptionist and other administrative functions for the operation of the parish
- Greet people, answer phones and general emails to the parish to assist them in their needs
- Create weekly bulletin for the Area Faith Community
- Maintain the membership records in Realm software system - maintain envelope system
- Enter weekly contributions into Diocesan program including electronic payments
- Oversee the weekly counting group for accurate money counting, mail quarterly statements
- Enter Sacramental records into books (Baptism, First Communion, Confirmation, Wedding, Funeral)
- Create and schedule liturgical ministries
- Maintain and order inventory for office supplies, paper, etc.
- Publish graphics on WordPress website and Facebook

Administrative Assistant/Media - St. John the Baptist Catholic Church - Mankato, MN

2013-2017

- Manage and maintain the church Website and Facebook, IT technology facilitator
- Take photos, create graphics for upcoming events
- Draft letters and thank you cards for staff, create funeral programs and baptism certificates
- Enter weekly contributions into Diocesan program including electronic payments
- Oversee the weekly counting group for accurate money counting, mail quarterly statements
- Enter Sacramental records into books (Baptism, First Communion, Confirmation, Wedding, Funeral)
- Directed and coordinated Vacation Bible School for 80 kids and 20 volunteers in 2015
- Create and schedule liturgical ministries, update ConnectNow system
- Organize Adoration scheduling and upkeep of Chapel
- Create brochures and mail out welcome packets to new members
- Answer phone calls, front office window, create and mail bulletin

Commercial Operations Coordinator - ESPN - Bristol, CT

2008-2012

- Communicate effectively with all contacts of the department, both internally and externally
- Develop new ideas and initiatives for departmental teams focusing on company priorities
- Acquire advertising materials for each piece of business from advertising agencies, clients
- Ensure that sales orders are coordinated and managed for execution according to deal points
- Match instructions/tapes booked in NCS system for domestic sales
- Create/maintain commercial rotation within NCS along with keeping paperwork organized and filed
- Design, create, publish, schedule and deliver domestic on-air logs
- Take departmental photos - post on internal sites, make DVD and collage graphics

SKILLS/INTERESTS

- Well-organized, fast learner, detail-oriented, a planner, dedicated, hardworking, motivated to succeed
- Proficient with PC and Mac computers - Microsoft Office software (Word, Excel, Power Point, Publisher), Adobe Photoshop/Flash/Illustrator, Final Cut Pro, Avid Xpress Pro, OSI Traffic software, NCS Traffic software, Deko graphics system, ConnectNow and Realm church software
- Create and design photo collages, scrapbooking, one-sheet flyers for family and local fundraising groups
- Enjoy volunteer work, photography, walking, puzzles, reading, and spending time with family and friends