



# Sarah Smith

A people-focused manager who is high in both organizational skills and emotional intelligence. Capable of guiding teams through complicated projects while keeping an eye on individual employees' growth. Experienced with a variety of scheduling and management software programs. Can create budgets and timetables, adjusting as necessary.

## Professional Experience

### Managerial Associate

Dallas Graphic Design, Dallas, TX July 2019 - Present

- Assemble teams of graphic artists, copywriters, and other creative professionals based on projects' needs
- Monitor performance of direct reports and conduct biannual performance reviews
- Contact, vet, and hire contractors for specialized tasks
- Generate project schedules and budgets
- Negotiate with vendors, resulting in an average savings of \$35,000 per project

### Managerial Intern

Arkansas Technology, Little Rock, AR January 2019 - March 2019

- Scheduled meetings between team members and project managers
- Generated budget projections to help the managerial team choose between vendors and contractors
- Created post-project briefs to update executives on projects' successes and challenges
- Reached out to contractors to request work samples and rate estimates
- Reviewed project-planning documents and gave feedback on issues such as clarity and inconsistencies

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## Education

Bachelor of Human Resources  
Management

Dallas University, Dallas, TX  
September 2013 - June 2017

Master of Science in Management  
Houston School Of Business, Houston, TX  
September 2017 - June 2019

## Key Skills

- Project and employee management
- Written and verbal communication
- Scheduling and running productive meetings
- Conflict resolution
- ProWorkflow, Oracle, Scoro, and SmartSheet managerial software

## Certifications

- Certified Project Manager, HR Institute of America, 2019