



Graphic Designer

TECHNOLOGY & SERVICE SKILLS

Patron technology support: one-on-one and group instruction for patrons of all ages and abilities

Digital literacy instruction: Adobe Creative Cloud (Illustrator, Photoshop, InDesign, Dreamweaver), HTML/CSS, and design principles

3D printing & makerspace tools: trained patrons on 3D printers, laser cutters, UV printers, Cricut machines, heat presses, and sublimation printers
Troubleshooting: diagnosing and resolving software, hardware, and digital workflow issues; quick learner with new technologies

Customer service & outreach: inclusive, welcoming service; represented library at community events such as Pride and Addiction Awareness events

Production & file management: file preparation, resolution optimization, pre-press processes, brand guideline maintenance, and digital archives

Collaboration & communication: cross-team coordination, clear communication with staff and community partners

Equity & inclusion: Spanish for Library Workers training; focus on reducing barriers and fostering accessible learning environments

Core strengths: empathy, patience, adaptability, problem-solving, attention to detail, and emotional intelligence

TECHNICAL

| | |
|-------------------|------------------|
| MS Office Suite | Google Drive |
| Adobe Illustrator | HTML/CSS |
| Photoshop | Mailchimp, |
| InDesign | Constant Contact |
| Dreamweaver | File management |
| Sierra | |
| LibCAL | |

EDUCATION

BA Visual Communication

graphic design 2005
University of Northern Colorado

AAS - Graphic Technology

emphasis in pre-press 2002
Aims Community College
PTK member

WORK EXPERIENCE

Library Associate (current) Innovation Technician (resigned)

LINC Library - Highplains library District

MakerSpace team member teaching patrons of all abilities to work with the lasers, UV printer, 3D printers, cricut die cutting machines, heat presses and sublimation printing. Attended CalMaker 2024 presented CalMaker 2025. Participated in Escape room planning and creative contribution.

Freelance Designer various companies

I successfully collaborated with diverse portfolio of clients, such as the City of Greeley, Syntax Distillery, GG's Fine Foods and more, creating a wide array of design products that included both print and digital mediums.

Communication & Operations Manager: Print and Web Design manager Caring Hearts Home Healthcare

Effectively managed both print and web based company communications. Coordinated and developed internal education programs and logistics. Took care of print and web designs, including building websites and doing webmaster duties. Dealt with scheduling and logistics software, providing user training. Researched and implemented HIPAA-compliant information sharing and servers. Coordinated processes and procedures across different areas to ensure employees followed company policies and government regulations.

Graphic Designer Reedesign Concepts

Designed a variety of projects, including logos, fliers, brochures, promotional items, screen printed clothing, embroidery files, partial car wraps, full vehicle wraps, environmental signage. (Flexi Sign Pro software in addition to Adobe)

COURSES COMPLETED IN

2024 web app
development (python
ecornell.edu

2024
PIC (person in charge) Training

Facilitation Skills for Trainers

Spanish For Library Workers
HPLD

2012 web design and
development

Aims Community College

2024-2025
501 8th Avenue Greeley CO

patron interaction
library staff support
collaborative team mem-
ber
creative thinking
emotional intelligence

2004-2024

project management
collaboration
design proficiency
adaptability
client relationship
management

2011-2023

communication manage-
ment
design and web expertise
software education and
training
HIPAA compliance
process coordination
process creation
problem solving
conflict resolution
educational design

2018-2020

project management
multifaceted design
software proficiency
print and environmental design
vehicle branding
attention to detail



PASSION PROJECTS

LINC LIBRARY CONTRIBUTIONS

Public Exhibit space repairs and floor mural in the Where Water Flows Uphill art installation.

Christmas programs using old books for winter ornament design.
Brochures and Signage for LINC makerspace.

CALMAKER 2025 stencilpalooza class painting records with water based spray paint.

HERSTORY CONNECTS

Previous VP of Herstory Connects- connecting women through art, fundraising and community building herstoryconnects.com. Contributing art, organization and web design.

AWARD WINNING FACE AND BODY PAINTER

Denver RAW make up artist of the year

private commissions

festivals and private parties (tour de fat, greeley arts picnic, bohemian nights).

PHONE

303 304 8703

EMAIL

design@sarahswingle.com

Graphic Design Instructor Aims Community College

Courses Instructed:
design and color

photoshop

illustrator

dreamweaver

HTML5/CSS

Concurrent Enrolment Courses at Aims Loveland Photoshop, Illustrator and Indesign. Taught Photoshop during College for Kids (6 to 13) Greeley campus

In House Designer The Supply Cache

Designed and produced product catalogs, postcards, fliers, brochures, magazine advertisements, web advertisements, and apparel. Managed social media, including Facebook, Twitter. Trained and mentored a junior designer.

Creative Director Cuestix International

Directed and performed in-house design for the B2B company Cuestix International and their retail arm, Pooldawg.com. Managed all printed materials from concept to production, including catalogs, fliers, postcards, magazine ads, various POS materials, apparel, and packaging. Performed product development and brand management, including trademark registration and tradeshow coordination and attendance.

2012 - 2016
Greeley and Loveland Campus

design elements, principles, history, and color theory

focused on the interface, functionality, layers, layer masks, drawing and painting tools, photo manipulation, composites, restoration, and animation.

explored interface, functionality, layers, tools, output, best practices, and integration with other Adobe products.

provided instruction on Dreamweaver, covering its interface, functionality, and best practices.

delivered accelerated courses emphasizing structure and syntax.

2010- 2011
Fort Collins CO

project management
product development
social media management
mentor ship

2006-2010
Lafayette CO

project management
product development
social media management
mentor ship