

# Sarah Swingle

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

## 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 member  
creative thinking  
emotional intelligence

2004-2024

project management  
collaboration  
design proficiency  
adaptability  
client relationship management

2011-2023

communication management  
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

### 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)

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## 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](http://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](mailto: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