



SARA ANN FRANCIS RACITI

Media Communicator

Author | Visual Artist | Musician | Leader

Walden, NY | (845) 260-4339

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Summary:

- » Resourceful, flexible, Visual Designer and Media Communicator who leverages excellent communication, interpersonal, and client management skills to produce outstanding visual products. (such as marketing materials, promotional videos, logos, website design, and more.) Is proficient in Adobe Photoshop, Premiere, Illustrator, InDesign, and more.
- » Efficient writer and editor who is proficient in English grammar and has experience writing/editing articles, scripts, letters, campaigns, novels, short stories, and blog posts. Is the author of “The Terra Testimonies” series and founder of SF Publishing.
- » Talented musician who can play multiple instruments, sing, perform, record audio/video, and instruct in music theory and technique.
- » Well educated leader who is reliable, experienced, personable, guides others, plans lessons, and instructs students grades Pre – K through 12th in various subjects. Also, has experience running and working at promotional events and knows how to keep an audience engaged and coming back for more.

Skills:

- » Adobe CC
- » Graphic Design
- » Writing & Editing
- » Research
- » Microsoft Office
- » Natural Leader
- » Public Speaker
- » Creative
- » Organized
- » Personable
- » Efficient
- » Team Player

Education:

Full Sail University

Bachelor of Science

Media Communications, (exp. Jan 2019)

St. Therese Classical Academy

High School Diploma, (June 2016)

Cumulative GPA: 3.85/4.0

Websites:

Portfolio: saraannraciti.weebly.com

Author Site: www.sara-francis.com

LinkedIn: /Sara-Ann-Francis-Raciti

Work Experience:

Carmelite Friars Development Office - Middletown, NY

Marketing Manager and Administrative Assistant (2016-Present)

- » Designer of greeting cards, brochures, mailings, and all marketing materials
- » Responsible for analysis of demographic data
- » Designs/maintains website
- » Assists in event organization
- » Works at events and engages with audience
- » Data entry and handles all correspondence
- » Assists in promoting company

St. Therese Classical Academy - Blooming Grove, NY

Teacher and Media Manager (2014-Present)

- » Design and implement lesson plans in various subjects for grades 1-8
- » Develops social media and marketing strategies
- » Designs marketing materials and maintains website
- » Creates and distributes correspondence for faculty and family
- » Files student records and other office work
- » Organizes and assists at promotional events
- » Directs drama productions and instructs students in the art of acting
- » Wrote screenplay for commercial and assisted in directing filmmaking

(Work continued on pg 2)

Work Experience (Continued):

Graphic Design Leader and Contributing Writer

Fire of the Spirit - Online (2012 - Present)

- » Conducts several interviews of Catholic Organizations, musicians, and groups
- » Organizes promotional campaigns to represent the group in NY
- » Writes monthly articles
- » Edit, format, and design magazine covers and pages, flyers, logos, t-shirts, and the like
- » Take and edit photographs
- » Record and edit vlogs
- » Drawn artwork

Board Operator

Pamal Broadcasting - Beacon, NY (2017-Present)

- » Plays commercials and announcements at predetermined times
- » Connects and coordinates with sports commentators at select stadiums
- » Checks transmitter readings
- » Prepares logs
- » Airs programs or music

Founder

SF Publishing - Newburgh, NY (2017-Present)

- » Develops, writes, redrafts, edits, and proofreads novels
- » Publishes books through online distributors
- » Designs print and online promotional content (book covers, signs, artwork, etc.)
- » Connects with libraries, bookstores, and event centers to make them aware of the company and its products
- » Runs events to sell goods and reaches out and engages its audience
- » Designs/manage website and all social media

Volunteer Experience:

Retreat and Youth Leader

Little Flowers Ministries - Newburgh, NY (2011-Present)

- » Organizes and implements all activities for 2nd, 7th, and 8th Grade retreats consisting of 60-80 children
- » Writes and implements talks for young teens grades 7-12
- » Assists at promotional events

President

St. Therese Students for Life - Blooming Grove, NY (2016 - Present)

- » Plans/runs meetings and events
- » Writes up agendas and letters
- » Represents the group
- » Contacts other members and organizations
- » Manages and works at outside events to promote the group

Catechist

Saint Elizabeth Ann Seton - Shrub Oak, NY (2017 - Present)

- » Write weekly lesson plans
- » Teach the Catholic Faith to 1st graders
- » Attend events to represent class

(References available upon request)