



Sara Blunk  
www.sarablunk.com

Sara Blunk  
info@sarablunk.com  
www.sarablunk.com

**Skills**

**Computer:**

Mac/PC platform, Microsoft Office (Word, Excel and PowerPoint), Adobe CS5+: Photoshop, Illustrator, InDesign, Bridge & Acrobat Professional, FTP/file compression (WinZip, Stuffit, IPswitch and Fetch), Automator, Flash, Dreamweaver, Coxnewsweb online tools (Teamsite and Media Manager), HTML/XML/CSS, A/V Production: Final Cut Pro, Compressor, iMovie & iDVD

**Professional Experience**

**Adventure Advertising, LLC**

3/2010-4/2010

*Contract Multimedia Specialist*

- Responsibilities: Contracted to help with multimedia projects including, but not limited to A/V production, video/photography shooting and editing, web management/updates, social media (Facebook, Twitter, YouTube, Flickr, Digg, blogs, forums, StumbleUpon, Delicious, coupon sites, user-generated sites, etc...) and graphic/web design

**Forty Two Designs/JackCap™ (www.ijackcap.com)**

2009-Present

Entrepreneur, Inventor, Designer & Marketing Manager

- Inventor of the JackCap™, The original, patent-pending mobile device accessory
- Responsibilities: Marketing, social Media, email blasts, research, analysis, development and implementation

**The Atlanta Journal-Constitution/AJC Media Solutions**

2007-2009

*Production Artist/Multimedia Specialist, Creative Marketing department*

- Responsibilities include, but are not limited to: Reporting to Marketing Operations Manager, assisting traffic coordinator with various tasks, Interdepartmental collaboration (working closely with a wide range of colleagues, primarily in the AJC marketing, Market Research Analyst and circulation departments, but also including Cox Enterprises, Inc., and other Cox affiliates. Required on most projects, which included setting up and scheduling meetings and conferences with clients as well as co-workers), marketing collateral (designing and producing marketing collateral, both in-house and vendor produced, for both AJC and B2B/B2C clients: AJC print collateral, brand identity, e-mail e-blasts, online (contest splash pages, banner ads and microsites), social media, mobile, special event promotional pieces, presentations, photography, and illustration) and production management (ensure all electronic files are prepared properly for appropriate media output and are produced according to brand/product guidelines).

**Digital Arts Studio**

2005-2007

Graphic Artist -

- Responsibilities: Advertising, Marketing and PR for clients, digital file archiving and organization, inventory maintenance, store upkeep, Adobe Photoshop/InDesign Seminar participation

**Education**

**Bachelor of Fine Arts: Media Arts  
University of Tennessee, Knoxville**

2005

**Activities**

**AIGA** (American Institute of Graphic Arts)

2001-Present

**AiMA** (Atlanta Interactive Marketing Association)

2009-Present

- 2010 AiMA Awards Live Video Presentation Committee

**Sierra Club**

2005-Present

**Knitting for Charity**

2008-Present

**Sierra Club - GA Chapter**

2005-Present