

# SARAH KNIPP

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## EDUCATION

**The College of New Jersey, Ewing Township, NJ** **2015 - 2018**

Bachelor of Arts in Interactive Multimedia

- 3.30 Cumulative GPA

**Camden County College, Blackwood, NJ** **2012 - 2014**

Associate in Applied Science in Computer Graphics: Game Design & Development

- 3.40 Cumulative GPA

## SKILLS, QUALIFICATIONS, AND RELATED COURSEWORK

Layout and Design

Game Design and Development

Special Effects in Game Design, Multimedia, Film,  
and Video

Adobe Photoshop

Google Suite

Autodesk Maya

Portfolio Development

Working within teams for program development

Report writing

Correspondence

Property Management Software

Computer Graphic Art and Design

Basic 3D Computer Animation

Digital Illustration

Microsoft Word, Excel, PowerPoint

Clip Studio Paint

Adobe After Effects

HTML5

Concept Modeling

Creation of Advertising Pieces

Administrative & Clerical Duties

Filing & Office Maintenance

## EXPERIENCE

### **COMMUNITY MANAGER**

#### ***Conifer Realty LLC***

**2020 - 2021**

The Community Manager is responsible for leading and managing the property, in this case, Conifer Village at Cape May and the 90 residential units within. Responsibilities include ensuring work orders are completed on time, apartment turnover is effectively handled for new residents, and leasing meets expected occupancy goals, while managing employee training and performance management matters throughout the day. Practical skills for the Community Manager include written and oral communication skills, excellent time management and multitasking skills with the ability to meet all required deadlines, customer service skills to effectively collaborate with residents, team, vendors, contractors, problem-solve issues as required, strong organizational skills, and resourcefulness. Technical skills needed for this job are a strong familiarity with MS Office Suite (Word, Excel, Outlook, Publisher, etc.), excellent routine office clerical skills including proofreading, data entry, filing, and phone skills, and a flexible approach to new software.

## EXPERIENCE (CONT.)

### ADMINISTRATIVE ASSISTANT

2020

#### *Conifer Realty LLC via Robert Half*

Managed the daily functions of the front office of Conifer Village at Cape May Senior Apartments. Assisted residents with their rent and fielded questions from both tenants and potential applicants. Maintained communication with applicants to fill vacancies in the building. Other responsibilities included general clerical duties such as scheduling appointments for the office manager, organizational filing, coordinating phone calls, letters and emails. This position required high adaptability to new software, policies, patience and excellent customer service when interacting with residents and visitors. After 4 months of temporary work, Conifer Realty LLC opted to hire to their full-time Community Manager position.

## PROJECTS

### PROGRESSION PICTURES

2017 - 2018

#### *Manager, Artist - Senior Thesis*

Curated and created an interactive portfolio gallery for all audiences in collaboration with artists from around the world. Featured wall-mounted touchscreens for audiences to easily swipe through the steps of creating a piece of original digital art, from first sketches to the finalized image. Original creature and weaponry concepts were part of the gallery, utilizing 3D-printed models for the viewers to pick up and examine in real life. The process of making these models was recorded as well, in video form near the prints.

### 100<sup>TH</sup> ANNIVERSARY OF THE 1918 PANDEMIC EXHIBIT

2018

#### *Research Assistant - Interactive Multimedia Department*

Compiled key research into finding suitable outdoor cover for an exhibit on the 1918 Spanish flu pandemic. Presented options for two types of housing: a historically-accurate canvas tent similar to the ones used in World War I, or a modern hazmat tent. Corresponding price ranges were included for each option with a strict budget in mind, and resources pertaining to how the exhibit coordinators might construct their own tents were passed along.

### ISLES INC.

2016

#### *Graphic Designer, Sophomore Thesis*

Responsible for developing the visual style of the Trenton Urban Garden Loyalty Program, as per requested and accepted by Isles Inc. Program was designed to appear friendly and appeal to families, children in particular, so they would continue to use Isles' urban gardens in Trenton to grow their own food. Assisted in the successful launch presentation with example yard signs, posters, and user interfaces.