

SARA BILLINGSLEY

TRAVERSE CITY, MI | (231) 631-7862 | HSWSAB@GMAIL.COM | 4-10-26

PROFILE

I am seeking an important “next-step” opportunity in my artistic career that allows me to share valuable skills to help other people while continuing my growth and competency development in the Northwest Michigan College – Visual Communications program.

With a deep-rooted foundation in the fine arts and a current focus on Visual Communications, I offer a unique perspective that blends classical technique, modern digital design strategies, and a passion for human-centered solutions. Whether I am developing a brand identity as a freelance Junior Designer or navigating the high-pressure environment of a people-focused facility management, my goal remains the same: using kind visual storytelling to solve problems. Having an opportunity to share my illustration and design skills to help others improve their lives through art and design is an important next step in my career.

My background as an Assistant Manager at Glen Eagle particularly honed my ability to remain calm under pressure and lead teams through unexpected challenges – skills that are vital when managing tight design deadlines and diverse client and people-centered expectations.

Key strengths I offer include:

- **Multidisciplinary Expertise:** Proficiency in the Adobe Creative Suite and Figma, supported by a Bachelor of Fine Arts background that informs my use of color theory, composition, and typography.
- **Adaptability and Leadership:** Proven experience in stepping into leadership roles during organizational challenges, ensuring operational continuity, team morale, and service to customers.
- **Service-Oriented Design:** A career commitment to helping people understand their needs and reach their goals, whether through intuitive design or streamlined service processes.

SKILLS

Design: Adobe Illustrator, Photoshop, InDesign, Figma, Web Design, Branding & Identity

Fine Arts: Printmaking, Acrylics, Watercolor, Ink, Pastels

Human Skills: Team Leadership, Conflict Resolution, Project Management, Client Relations

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EXPERIENCE

JUNIOR DESIGNER | SELF EMPLOYED | 2025-PRESENT

Conceptualize and execute user-centric designs that balance aesthetic appeal with functional navigation: logo, website, letter-head and apparel design.

CUSTOMER SERVICE | KOHLS - TRAVERSE CITY, MI | 2024-PRESENT

Support customers, operations, and store image by facilitating simple to complex returns and sales. Utilize active listening to resolve order discrepancies and provide visual merchandising ideas and inventory preparation to maintain brand and stores standards on the sales floor.

TEAM LEAD | PANERA BREAD - TRAVERSE CITY, MI | 2021-2024

Ensured “best” customer experiences by resolving high-pressure service issues with empathy and speed. Trained new employees in a high-turnover environment and updated operational processes to improve workflow and efficiency. Collaborated with GM and AGM to identify bottlenecks and suggested process and very importantly – customer experience.

ASSISTANT MANAGER | GLEN EAGLE| TRAVERSE CITY, MI | 2023-2024

Hired as Assistant Manager at this independent living retirement center and two weeks later fulfilled emergency leadership role due to departure of the management team. Roles included facility bill payments, emergency situations requiring public first responders, resident issues, entertainment direction, dining room management, and filling in for no-show employees while maintaining cheerful continuity of care and service with residents.

EDUCATION and RECOGNITION

NORTHWEST MICHIGAN COLLEGE — VISUAL COMMUNICATIONS | PRESENT

Current GPA: 3.75 | Dean’s List Honor Student

Member of Alpha Rho Di - Chapter of Phi Theta Kappa - Honor Society | 2025

PACIFIC NORTHWEST COLLEGE OF ART — BFA GENERAL FINE ARTS | 2010

ART EXHIBITION

- “*Wolf’s True Self*” | Denmos Museum Center - Juried Exhibition | NMC | April 2026
- “*Who-Ville*” | NMC Magazine Issue 48.1 Utopia and Dystopia – Pg. 57 | December 2025
- *4U2*, Denver, CO | 2013
- *Solo Showcase*, Ozo Coffee, Boulder, CO | 2013
- *Very Venice Art & Design Gallery*, Venice, CA | 2011–2012
- *The Happening Gallery*, Marina Del Rey, CA | 2011
- *Hanger Gallery*, Santa Monica, CA | 2011