

SARA SAIZ

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☎ 505-514-7693

📍 Albuquerque, NM 87113

SKILLS

- Photography
- Editing
- Spanish
- Problem Solving
- Graphic and Media Design
- Press releases
- Recordkeeping
- Photoshop
- InDesign
- Illustrator
- Premier
- Spark
- Arms

EDUCATION

Liberty University

Lynchburg, VA • 07/2022

Master of Arts: Design And Visual Communications

- 3.89 GPA

University of New Mexico

Albuquerque, NM • 05/2021

Bachelor of Arts: Strategic Communication

- 3.78 GPA
- Dean's List Honoree Spring 2019 and 2020

WORK HISTORY

USA Swimming - Social Media Coordinator

Colorado Springs, CO • 12/2022 - 6/2024

- Supported the manager in cultivating the public image of USA Swimming and the USA Swimming Foundation.
- Contributed to all internal and external communications, public relations, media relations, general operations.
- Developed messaging to collaborate across the organization.
- Support the planning an execution of communications and media operations at all National Team events (TYR Pro Series, international events, National Championships).
- Assisted in the ideation process for all social content.
- Captured photo and video of athletes and staff for various projects, including a video used by NBC Sports.
- Provided support for all members of the organization.
- Collaborated and connected with community members and out-of-state vendors.
- Worked closely with the Creative Department to assist in the ideation and creation of graphics.
- Supported in launching, maintaining and accessing digital campaigns.
- Led discussions and presentations at USA Swimming workshops.
- Assisted in fundraising efforts and participated in event management for the USA Swimming Foundation.

Air Force Academy Track and Field and Cross Country - Director of Operations

Colorado Springs, CO • 2/2022 - 11/2022

- Created itineraries for team travel that included meet, travel, and local logistics.
- Assisted in contacting hotels to modify and update reservations.
- Coordinated all team travel as a liaison to Anthony Travel.
- Assisted in creating/designing graphics, taking photographs, filming competitions, and updating social media content for recruiting.
- Assisted the team during away by traveling during the season.
- Oversaw recruiting events virtually and in-person.
- Provided administrative support for all members of the staff.
- Collaborated and connected with community members and out-of-state vendors.
- Worked closely with the Head Coach to coordinate meals for home and away meets.
- Oversaw team travel expense reports after each trip.

University Of New Mexico Athletic Creative Services - Production Assistant

Albuquerque, NM • 8/2021 - 2/2022

- Served as interim and secondary contact for the cross country and track and field team (2021-22).
- Assisted in writing, creating/designing graphics, taking photographs, inputting stats, filming fan events, and updating social media content.
- Assisted the Assistant Director of Communications at the Mountain West Cross Country Championships and traveled with the team during the season.
- Attended and wrote about press conferences and other sports-related events.
- Assisted in producing video for live sporting events and used live-cut to post on various social media channels.

VOLUNTEER

Watermelon Mountain Ranch
Read, Lead, Achieve
Wings for Life, Albuquerque, NM
Stand True For Blue

REFERENCES

Molly O'Mara Filmore
Former Communications Director
USA Swimming
413-406-6434

Brooke Burns
Oregon Equipment Manager
808-292-3557

Frank Mercogliano
Assistant AD of Communications
UNM
505-410-4844

Hope Christian Schools - Educational Assistant

Albuquerque, NM • 1/2022 - 3/2022

- Assisted lead teacher in classroom management.
- Provided additional support to lead teacher in mentoring kindergarten students.
- Helped provide a Christ centered atmosphere for students.
- Engaged with students one-on-one during reading time and testing.
- Worked under teachers direction to create a safe, clean, and comfortable learning environment for all students.

University Of New Mexico Athletic Communications - Student Assistant

Albuquerque, NM • 8/2018 - 6/2021 | Volunteer 10/2017 - 7/2018

- Served as secondary contact for the women's swimming and diving team (2018-19) and the women's golf team (2019-20).
- Assisted in writing game notes and bios, creating/designing graphics, taking photographs, inputting stats, and filming fan events.
- Assisted the Assistant Director of Communications at the Mountain West Basketball Championships.
- Attended and wrote about press conferences and other sports-related events.
- Assisted in taking notes for the press releases as a host school during the Mountain West Indoor Track and Field Tournament.
- Compiled scores, statistics, and other athletic records to create and maintain record books and media guides.

The Associated Students Of UNM - Deputy Director of Communications

Albuquerque, NM • 07/2020 - 05/2021

- Determined agenda, developed plans and oversaw implementation of programs and updates.
- Improved coordination and communication across various UNM organizations to increase operational efficiency.
- Managed relations and campaigns to address public and student communications during COVID-19.
- Wrote press releases and delivered graphics over several platforms.
- Coordinated with multiple groups on UNM's campus to promote them across the ASUNM social media.
- Completed special projects to exceed goals of both ASUNM department and overall organization.
- Assisted with event planning to engage students and the UNM community on a virtual platform.
- Used the Adobe Suite to create images and layouts.