

# Sara Nowen

## EDUCATION :

### SYRACUSE UNIVERSITY

College of Visual and Performing Arts                      2005  
Bachelor of Fine Arts  
Magna Cum Laude

## HONORS :

Founder's Scholar, National Society of Collegiate Scholars, National Golden Key Honor Society, Dean's List seven semesters

## SPECIAL SKILLS :

Competent in Adobe Photoshop CS, Microsoft Word, Publisher and PowerPoint  
Knowledgeable in Adobe Illustrator CS and Macromedia Dreamweaver

## COMPUTER

Mac and PC platforms

## PERSONAL

Interpersonal and organizational prowess, ability to give and follow directions, capable of handling and meeting deadlines, accuracy, neatness and a continual pursuit for excellence, dedication, work well in an environment of professionals across fields and the continent

## PHOTOGRAPHY

35 mm and medium format camera experience; color and black and white print/development capable

## EXPERIENCE :

### Production Assistant/Affiliate Relations

#### Inside Edition and Rachael Ray Show

#### King World Productions

New York, NY August 2005 - present

- Function as a liaison between TV station affiliates and various departments, including Promotions, Production, Publicity, Legal and Creative
- Compile and attain footage approval from production and legal departments for video inclusion in new season Image Campaign
- Evaluate stories in daily rundown to determine appropriate market for effective custom pre-show tease
- Manage, organize, schedule and maintain information for 175+ television station affiliates
- Create and manage spreadsheets and databases including inter-department lists, viewer and affiliate websites
- Skillfully prepare statistical reports to analyze and monitor encoded promo usage for affiliate stations
- Design and prepare PowerPoint presentations for VP of Creative Services Department
- Prioritize, manage, make and deliver dub requests
- Collaborate in the daily update, writing and photo selection of more comprehensive stories for viewer website
- Manage, coordinate, collect and distribute traffic radio copy during sweeps periods
- Conduct industry research and station surveys
- Facilitate existing and new affiliates by providing marketing and promotional support at PromaxBDA 2006
- Handle travel arrangements

### Website Designer/Manager

#### Red Hawk Swim Club

#### Montclair State University Athletics

Montclair, NJ September 2005 - present

- Redesign and maintain a USA Swimming club's team website
- Structure weekly updates in response to head coach's needs

### Multimedia Assistant/Intern

#### Montage Media Corporation

Wyckoff, NJ May 2003 - July 2005

- Create high end medical illustrations for print in nationally circulated publications for medical professionals
- Compile and categorize illustrations for an image library
- Edit sound files in multiple languages for international CD-ROM implementation
- Prepare mocks for client viewing and assemble promotional media kits

## REFERENCES :

Furnished upon request