



Sarah Davis

Graphic Design

Contact

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davissarah.com

Creative Skills

Adobe Creative Suite

- *Illustrator*
- *InDesign*
- *Photoshop*
- *AfterEffects*
- *Acrobat*
- *XD*
- *Lightroom*

Photography

Figma

HTML/CSS

Education

University of Arkansas–Fort Smith

B.S. Graphic Design

Spiro High School

High School Diploma



About

As a designer, it is my mission to create bold and purposeful designs that demand the viewer's attention and resonate on a visual and emotional level. I am committed to a design philosophy that prioritizes empathy. I aim to understand the needs and desires of my audiences, creating work that is both visually arresting and deeply relatable. By leveraging typography, bold color palettes, and compelling imagery, it is my goal for my work to ensure its real estate in the viewer's mind.

Experience & Previous Roles

CHOCTAW CASINO & RESORT- POCOLA

Restaurant server, cocktail server, bartender (April 2019–present)

Provide a safe, controlled, and welcoming environment for 200+ daily guests with prompt service

Build rapport with new and existing guests through meaningful conversation, up to and including memorizing guest names and preferred drink orders

Handle and account for large volumes of cash

Perform over 100 transactions per night up to ~\$3,000 in sales

Study and memorize over 75 popular and custom cocktail recipes, 20+ types of beers, ~15 types of wines, drink and food pairings, and full food menus for four food venues on property with lists of ingredients in order to give quality recommendations to guests

Maintain a clean, organized, and well-stocked venue by cleaning surfaces, tracking inventory, replenishing fresh ingredients, cleaning glassware and food storage containers multiple times per shift

Coordinate with other staff members to ensure the safety of both guests and employees by monitoring and regulating guest alcohol consumption

SURESTAY PLUS BY BEST WESTERN

Front desk receptionist (May 2018-June 2019)

Maintain a detailed and comprehensive record of approximately 60 rooms

Receive calls and arrange reservations

Ensure a clean and welcoming environment for guests upon reception



Achievements

Choctaw Casino & Resort Pocola
“Simply the Best” award (September 2020)

**National Society of Leadership and
Success (2024-present)**

Experience & Previous Roles Cont.

Refer guests to local restaurants and recommended attractions

Account for and balance cash drawer

Keep accurate records of guest information

Perform 3rd shift audit

Prepare and set out continental breakfast items while maintaining a freshly stocked inventory and clean dining environment

TELETECH FOR UNITED HEALTHCARE

Customer Service Representative (September 2018-December 2018)

Answer incoming customer calls promptly and professionally by greeting customers in a friendly, professional manner using the suggested script

Follow up on activities and correspondence to ensure the client's needs are satisfied

Familiarize self with and remaining up-to-date with HIPAA laws and changes in health plans

Respond to telephonic and e-mail inquiries in a timely manner.

Furnish members and health care practitioners with details regarding members' benefits

Submit pre-authorizations for medical treatment, if covered

Advise members of outstanding co-payments

Provide extant and prospective members with the details of network providers

Respond to questions and concerns about enrollment, eligibility, claims, benefits, and referrals

Correspond with healthcare providers regarding members' appointments, billing, and claims