

SARA D. ROBERTSON
512.964.0278 ■ SaraDRobertson@live.com

EDUCATION

St. Edward's University ■ Austin, TX **August 2013** (projected graduation)
Bachelor of Arts in Art

Austin Community College ■ Austin, TX **May 2008**
Associate of Arts in Teaching

The Art Institute of Houston ■ Houston, TX **August 2006 - October 2007**
Studied Graphic Design

ART EXPERIENCE

Metanoia ■ St. Edward's Fine Arts Gallery, Austin, TX **April 2012**

Modern Nomads: a pop up gallery ■ East Austin Studio Tours, Austin, TX **November 2012**

Drawing From Nature ■ Wild Basin Nature Preserve (SEU), Austin, TX **July 2012**

WORK EXPERIENCE

Self Employed ■ Austin, TX **January 2012 to present**
Nanny – Responsible for positive development of personal skills and education of three children ages 8-12.

Project Serve Volleyball Club ■ Austin, TX **May 2011 to August 2012**
Executive Assistant – Responsible for communication and scheduling with new and previous clients, personal and business account upkeep, organization of client information, tournament director, event support and any other provisions needed by company Executive and Director including tournament director and event support.
Assistant Coach – Responsible for teaching juniors and adults technical volleyball skills as outlined by the head trainer, while providing positive support and motivation.

Self Employed ■ Westlake, TX **June 2004 to August 2011**
Nanny – Responsible for the care and wellbeing of 2- 4 children ranging in age from 0-12 years old as well as cleaning, organization and time management for a large family.

PROFICIENCIES

Adobe Photoshop

Microsoft Word

Microsoft Excel

Microsoft Power Point

