

SANDY WILLIAMS

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☎ 360.480.4268

📍 119 20th Avenue SW
Olympia, WA 98501

🌐 www.sandywilliamsdesigns.com/portfolio

PROFESSIONAL SUMMARY

Creative and motivated audio/video engineer, graphic/web designer, and executive assistant with a proven record of managing projects from concept to completion. Has a strong background in design, with 10+ years of experience designing graphic elements for social media, website, and print material. Skilled at making critical decisions during challenges. Adaptable leader with an ability to work independently while still being a vital team member.

PROFESSIONAL SKILLS

- Website Design & Maintenance
- Graphic Design
- Audio & Video Editing
- Content Creation
- Project Management

TECHNICAL SKILLS

- Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Premiere, and After Effects
- Pro Tools Audio Software
- Microsoft Office Suite
- Mailchimp & Constant Contact
- Wordpress, Squarespace, and Wix
- HTML/CSS

EDUCATION

Institute of Audio Research
New York, NY
Audio Engineering

WORK HISTORY

OrgSupport - Graphic/Web Designer and Client Relations

Olympia, WA • 01/2019 - 05/2022

Integral in managing the daily administrative and graphic/web design needs of 40+ nonprofit organizations.

- Designed and maintained websites for new and existing clients.
- Created unique graphics for social media, website, and print material including magazines, event signs, and postcards.
- Implemented, imported, and maintained CRM platforms.
- Partnered with EventSupport to staff in-person events and helped them pivot to online events during pandemic.
- Managed online auction platforms.
- Designed and maintained client newsletters.
- Created video training tutorials for incoming staff.

Sandy Williams Designs - Founder/Web & Graphic Designer

Olympia, WA • 2007 - Current

Founder and lead designer for graphic and website design firm.

- Creates custom print and digital packages adapted to the client's market.
- Designs secure and responsive websites.
- Manages all aspects of client relations, staffing and billing.

REFERENCES

Carrie Swindler

Business Manager

The WA Center for the Performing Arts

clswindler@yahoo.com

360.701.5578 (cell)

360.753.8585 ext. 105 (office)

Former Colleague

Carrie Penkman

Administrative Assistant

WA Office of Superintendent of Public Instruction

503.260.3828 (cell)

360.725.6000 (office)

carrie.penkman@gmail.com

Former Colleague

Anne Larsen

Chief Operating Officer

EventSupport

(Partnered with OrgSupport)

360.753.7442 (office)

360.456.4601 (cell)

anne@eventsupport.events

Former Colleague & Supervisor

Stacie Anderson

Business Manager

Anchor Physical Therapy

253.222.7839 (cell)

rossstacie@comcast.net

Website Client

The Compound & Nile Rodgers/Ear Candy - Studio Manager

New York, NY & Nashville, TN • 1991 - 2000

Studio operational manager for professional sound recording studios 'The Compound' (Nashville, TN) and 'Nile Rodgers/Ear Candy Records' (New York, NY).

- Managed high-profile clients and record label staff.
- Hired professional musicians and submitted union contracts.
- Ensured equipment and facilities functioned with no room for error.
- Directed and trained technical staff.
- Maintained and coordinated equipment rentals and purchases.

Freelance and Staff Audio Engineer

New York, NY, San Francisco, CA & Nashville, TN • 1991 - 2000

Professional recording engineer.

- Engineered Grammy-award-winning albums for Emmylou Harris and Alison Krauss.
- Worked at prominent studios such as Skyline, Bass Hit, Woodland, and Masterdisk.
- Mastered all aspects of the recording process including tracking, overdubs, editing, mixing, and mastering.
- A partial list of album credits can be found at the link below:
<https://www.allmusic.com/artist/sandy-jenkins-mn0001788311>

NONPROFIT VOLUNTEER WORK

Student Orchestras of Greater Olympia - Board of Directors

Olympia, WA • 2019 to Current

Currently serving on the Fundraising and Developmental Committee.

- 2019 Haiku Contest Winner held by the Nonprofit Leaders Conference for Coastal and SW Washington - Awarded \$500 donation to SOGO
- Helps develop and implement successful fundraising strategies.
- Participates in ongoing outreach to donors.
- Contributes to the content and graphic design of newsletters and marketing material.

EXPERIENCE WORKING REMOTELY