

# SARA TURKDONMEZ

## Marketing Manager & Graphic Designer

### Achievements

- Moravian University's Academic Scholarship
- Dean's Honors List | 2022 - 2024
- Phi Eta Sigma Honors Society | 2022
- Kappa Pi Art Honors Society | 2024
- Omicron Delta Kappa Honors Society | 2024

### Skills

#### Interpersonal

- Languages: English, Turkish
- Communication, Empathy, Problem-Solving, Teamwork & Collaboration, Active Listener, Responsible, Open to Feedback, Reliable.

#### Software

- Adobe (After Effects, Dimension, Dreamweaver, Illustrator, InDesign, Photoshop)
- Google (Analytics, Calendar, Classroom, Docs, Drive, Forms, Gmail, Sheets, Slides)
- Microsoft (Excel, Outlook, PowerPoint, Word)

### Education

Moravian University | Bethlehem, PA

Bachelors of Arts in Marketing  
Management | May 2025

Bachelors of Arts in Graphic &  
Interactive Design | May 2025

GPA: 3.73

### Courses Taken

Leadership & Management Principle,  
Human Resource Management, Teamwork  
& Leadership, Critical Thinking, Marketing  
Management, Digital Photography, Typography,  
Publication Design, Interactive Design.

### Work Experience

#### Kervan LLC Intern (May 2023 - July 2023) - Whitehall, PA

- Kervan LLC is an international candy company based in Turkiye.
- Attended weekly sales meetings to discuss partnerships with additional candy companies, and created agendas on what needs to be completed prior to the following week.
- Edited pictures and videos to post on social media.
- Assisted with creating and sending out sample requests to customers interested in the company's products.

#### Moravian University Student Development Officer (August 2023 - August 2024) - Bethlehem, PA

- Fundraised \$1.58 million for the Moravian Scholarship Fund.
- Telemarketed campus events to prospective students (Accepted Students' Day, Fall Open House, etc).

#### Moravian University Student Development Manager (August 2024 - Present) - Bethlehem, PA

- Manage work shifts and calls to Moravian alum requesting financial assistance for any department of the university.

### Campus Leadership Experience

#### Vice President of Internal Operations for United Student Government (January 2022 - December 2023)

- Designed clothing and promotional items for members, created fliers, and organized tables for clubs advertising in person.
- Supported initiatives from student government, such as bringing therapy dogs to campus the week prior to exams.
- Led Hound Discount Program by offering discounts to local businesses; additionally, led Hygiene Products program by placing feminine products in female & gender-neutral restrooms.
- Updated United Student Government's website.

#### Vice President of Phi Eta Sigma (May 2023 - May 2024)

- Arranged the induction ceremony and prepared pamphlets for guests.
- Produced event ideas and planned events for general members of Phi Eta Sigma to attend and earn enough points for a graduation cord.

#### Graphic Designer of Commuter Student Association (October 2022 - Present)

- Design creative event fliers on Canva for social media.
- Create promotional items for active club members.

#### Writing Fellow (August 2022 - Present)

- Aid students with English rhetoric and college-level writing.
- Assist English professor and meet with students about their writing.

#### President of Omicron Delta Kappa (May 2024 - Present)

- Lead Moravian University's Honor Society Chapter for students within the top 35% of their classes.
- Plan leadership development and service opportunities for students to attend.

