

Sarah Wall

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Motivated and detail-oriented Designer and Project Manager with 3+ years of experience managing timelines, documentation, and client communications across creative, technical, and administrative projects. Skilled in organizing resources, facilitating cross-functional collaboration, and delivering polished outcomes in fast-paced environments. Brings a strong command of project management tools, a proactive mindset, and a commitment to executional excellence.

EDUCATION

B.A.: Applied Arts, Graphic Design - San Diego State University, San Diego

Graduation Year - 2022

WORK EXPERIENCE

Project Manager and Designer - Citrus Studios, Remote

07/2022 - 05/2025

- o Led project coordination for 50+ digital branding and web development clients, maintaining detailed project timelines and meeting milestones across U.S. and overseas cross-functional teams.
- o Scheduled client check-ins, internal syncs, and creative reviews, ensuring alignment on deliverables and deadlines.
- o Managed project documentation including contracts, briefs, design assets, and revision logs.
- o Collaborated closely with design, content, and development teams to troubleshoot issues and escalate blockers proactively.
- o Maintained organized task boards using Basecamp and Notion, increasing team efficiency and reducing delivery delays by 15%.

Graphic Designer and Front-End Developer Assistant - SDSU Global Campus, San Diego

11/2020 - 06/2022

- o Supported cross-functional marketing and project teams in launching new academic programs and campaigns.
- o Maintained and organized landing page content, HTML email templates, and digital asset libraries.
- o Assisted with data collection and reporting to evaluate marketing performance and campaign outcomes.
- o Facilitated communication between departments and ensured timely delivery of creative and promotional materials.

Office Assistant - Segal Enterprises, Los Angeles

05/2016 - 08/2017

- o Managed administrative workflows including client scheduling, email correspondence, and data entry.
- o Maintained organized digital filing systems, handled phone routing, and coordinated meetings for internal staff.
- o Ensured professional client-facing experience through prompt communication and reliable follow-up.

Business Owner - boistrus, San Diego

12/2023 - present

- o Oversee all administrative aspects of the business, including order processing, client communication, and scheduling. Maintain detailed inventory records and manage product listings on Wix platforms.
- o Respond to customer inquiries, manage shipping logistics, and ensure a smooth purchase experience from start to finish.