

# Sarah Kopke

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## Experience

### **Mt. Baker Ski Area, Inc.**

*Marketing, Graphic & Web Assistant • 2001-2006*

Creation, cost analysis, facilitation & accountability of projects pertaining to the international face of Mt. Baker Ski Area

Management of Trade Accounts & Ticket Consignment Program

Website Assistant to <http://www.mtbaker.us>

Designed & wrote copy for brochures, posters, outdoor signs, forms and contracts

Designed retail product labels

**Assistant Business Office Manager • 2002-2005**

*Managed 2-5 Employees, Customer Service, Office Organization, Christmas Voucher Sales, Season Pass Special Deals & Often Opened & Closed the Office*

**Assistant Ticket Office Manager • 2002-2003**

*Managed 2-8 Ticket Sellers & Ticket Office Administration while monitoring constant communication on the All-Mountain Dispatch Radio, Contacted Emergency Services when necessary, Reconciled Money from Daily Ticket Sales & Printed Daily Lift Tickets*

### **The Bellingham Herald**

*Graphic Assistant • Spring 2005*

Design & layout of Newspaper Ads using Quark Xpress

Image enhancement & creation using Adobe Photoshop 7.0

## Skills

Adobe Photoshop 7, Freehand 10, Microsoft Word & Excel • 3 yrs

Dreamweaver 8 & HTML Code • 6 mths

Fireworks 7 & Quark Xpress • 3 mths

50 wpm

Customer Service

## Education

### **Western Washington University**

B.A. Environmental Writing & Outdoor Education • June 2001

Certificate in Web Design & Development • June 2006

### **Sea Education Association**

Woods Hole, MA & Caribbean Sea • Winter 1997-8  
*Oceanographic Research, Navigation & Maritime History*

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