



SARAH ELLIS

TALENT ACQUISITION
SPECIALIST

CONTACT

(636) 633-1827

SarahLaurentiusEllis@gmail.com

SKILLS

- LinkedIn Recruiter
- CRM
- Adobe Creative Suite
- Google Tools
- Social Media
- Content Creation
- Photography
- Videography
- Graphic Design



@SarahOnCall



/sarhlaurentiusellis



EXPERIENCE

RECRUITER

CREATIVES ON CALL | AUG 2015 - PRESENT

- Attract, contact and interview new talent
- Source on LinkedIn
- Coach candidates for success
- Match creatives with the perfect positions
- Manage social media accounts and create social media graphics
- Network with local creatives at STL events
- Head up interaction with local universities
- Maintain the health of the database

BISTRO MANAGER

OLD HICKORY GOLF CLUB | FEB 2015 - AUG 2015

- Build member loyalty and attract new members
- Coordinate club events
- Create a positive and challenging workplace
- Craft and enforce policies and procedures that lead to an optimized workforce and the best service possible
- Implement on the fly problem solving and long term solutions

EVENT COORDINATOR

OLD HICKORY GOLF CLUB | FEB 2015 - AUG 2015

- Day of wedding coordinator
- Collaborate with banquet staff and club management
- Create a calm and positive environment for bride, groom and family
- Solve problems quietly and quickly

ASSISTANT GENERAL MANAGER

HEIRLOOM CAFE | JUN 2011 - FEB 2015

- Interview, hire and train FOH staff, appraise performance, address and resolve problems
- Created and implemented training protocol
- Built relationships with guests and community
- Build and maintain a presence on social media
- Worked with owners to build brand
- Responsible for printed document design including menus and branding
- Maintained a leading rank in product sales per hour
- Routinely visited local farm suppliers



EDUCATION

MASTERS OF FINE ART, MAJOR IN PHOTOGRAPHY

UNIVERSITY OF GEORGIA | 2008 - 20011

INSTRUCTOR OF RECORD: ADVANCED
PHOTOGRAPHY/VIDEO

BACHELOR OF FINE ARTS, MAJOR IN PHOTOGRAPHY

WEBSTER UNIVERSITY | 2003 - 2007

WEBSTER ART COALITION CO-FOUNDER AND VP