

SARA J. ROHAN

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PROFESSIONAL SUMMARY

Creative and detail-oriented recent college graduate with a dual degree in Psychology and Art and hands-on experience in social media, content creation, graphic design, digital marketing, photography, videography, and gallery operations. Reliable worker with excellent time management, interpersonal and organizational capabilities. A driven and detail-oriented individual with a desire to use analytical and problem-solving skills to meet goals. Experienced in developing engaging visual content and supporting creative campaigns across digital and print platforms. Strong communicator and collaborator with a unique understanding of both visual storytelling and audience behavior.

EDUCATION

James Madison University, Harrisonburg VA
Bachelor of Science in General Psychology and Art (Dual Major)
Overall GPA: 3.4
Art GPA: 3.8 | Psychology GPA: 3.4
Honors: Dean's List (2025 and 2026)

May 2026

EXPERIENCE

The May Ellen and Gerald Ritter Foundation
Assistant to Vice President | Board of Directors

Stamford, CT
August 2026 to Current

- Serve on the Board of Directors, contributing to nonprofit governance and funding decisions
- Review grant applications and help evaluate and select funding recipients
- Meet with grant recipients and nonprofit organizations to discuss programs, impact, and funding needs
- Support the Secretary with meeting minutes, correspondence, and board communications

Creative Services Team, College Of Health And Behavioral Studies James Madison University
Student Employee | Media and Content Creation

Harrisonburg, VA
August 2025 to May 2026

- Provided creative assistance and support to University academic units, including website maintenance, graphic design, photography, videography, print products and marketing
- Communicated with students and faculty to brainstorm ideas for posts, series, and campaigns for social media content
- Utilized graphic design and editing software to promote University related events
- Produced engaging content showcasing student experiences, faculty achievements, and college events
- Leveraged multiple outlets to develop creative ads and media that resonated with the target audience

Teachers Assistant, Department of Psychology James Madison University
Senior Mentor Teaching Assistant | Teaching Assistant

Harrisonburg, VA
December 2024 to May 2026

- Served as a teaching assistant for two upper-level psychology courses, supporting faculty with course instruction, student communication, and classroom activities.
- Assisted students with course material, assignments, and academic questions, fostering an engaging and supportive learning environment.
- Collaborated with faculty to support course organization, instructional activities, and student learning
- Promoted to Senior Mentor Teaching Assistant, mentoring and training a new Teaching Assistant while providing guidance on course responsibilities and classroom management
- Oversaw and supported the mentee's responsibilities across their assigned courses, providing leadership, training, feedback, and ongoing guidance

James Madison University Duke Hall Gallery
Gallery Intern

Harrisonburg, VA
August 2024 to May 2026

- Gained hands-on curator experience by collaborating directly with visiting artists and conceptualizing layouts, managed safe handling and leveraged personal creative vision to drive final display and hanging decisions that maximized visual impact
- Provided advertising and marketing support to the Gallery Director for ongoing and future events
- Assisted in organizing artwork and designing invitations for exhibits
- Designed and posted content regarding the Gallery to various social media platforms; monitored, and updated Gallery website
- Prepared written summaries of ongoing and future events for staff
- Collaborated with interns to create various forms of print and digital marketing materials

Catering by Christine

Senior Catering Associate | Bartender | Server

Trumbull, CT
June 2020 to Present

- Seasonal position at a successful catering business serving upper and lower Connecticut (over 250 events per year)
- Set up and manage bar stations, monitor distribution and consumption of beverages, and manage inventory controls
- Directly engage with guests to ensure a positive event experience and address any related concerns
- Support catering staff with various tasks related to events, including service and allergy-related issues

DSW, Inc.

Senior Sales Associate

Stamford, CT
December 2020 to December 2021

- Organized and tracked inventory, maintaining a comprehensive knowledge of existing stock
- Reviewed shipments to ensure fulfillment of purchase orders and managed returns
- Interacted with customers daily, ensuring a satisfactory purchase experience
- Received multiple performance-based awards and recognition

Build On

Nonprofit Intern

Stamford, CT
June 2020 to August 2020

- Summer intern for a global non-profit organization focused on breaking the cycle of poverty, illiteracy, and low expectations through service and education
- Organized and compiled materials for student programs conducted at various locations across the United States
- Reviewed and organized program files consistent with record keeping requirements
- Regularly collaborated with the Regional Program Leader regarding various tasks

SKILLS

Proficient in managing, scaling and optimizing presence across all major digital and social media outlets; experienced user of Adobe and Photoshop design software; extensive experience applying AI to a work-based environment; significant leadership experience; teamwork and collaboration; problem-solving; attention to detail; highly organized; excellent communicator; critical thinker; dependable and responsible; calm under pressure; customer service; friendly, positive attitude

INTERESTS

Traveling; creating canvas paintings; reading and collecting (physical) books; hiking; weightlifting