

# Sarah Ozminski

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P: 440.503.4346 | email: sozminski@yahoo.com | Columbus, OH  
Portfolio at [www.sarahoz.com](http://www.sarahoz.com) | [www.linkedin.com/in/sarahozminski/](http://www.linkedin.com/in/sarahozminski/)

## **Marketing Coordinator**

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- Self assertive and independent performer pursuing path to support Landscape/Architecture industry.
- Recognized for thoroughly researching and solving problems from design to customer service.
- Combines organized and systematic methods with a flexibility of approach.

## **Skills**

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|-------------------|----------------------------|-----------------------|
| • Photoshop       | • Teamwork                 | • Coaching/training   |
| • Illustrator     | • Visual composition       | • Process development |
| • AutoCAD         | • Layout                   | • Research            |
| • Graphics        | • Organization             | • Adaptability        |
| • Time management | • Creative problem solving |                       |

## **Professional Development**

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### **DISABILITY SPECIALIST** | Sedgwick CMS.

Columbus, Ohio | 2011 -Present

- Led the creation and redesign of a presentation highlighting company culture that contributed to a 80-90% increase in employee engagement
- Identified as key employee for resolving problematic claims per 97% average audit scores and numerous compliments from customers. Regularly requested by management to handle escalated claims resolving customer issues to promote customer and client satisfaction
- Composed and contributed to 70% of training materials currently used for new hires and refresher training. Created materials used on a daily basis for complex procedures that have increased colleague capabilities by 40%
- Completed Leadership, Education and Development Program with Sedgwick CMS University

### **CONTRACTOR** | Spherion.

Columbus, Ohio | 2010 – 2011

- Trained and worked as Disability Specialist for Nationwide Better Health (bought by Sedgwick)
- Performed in smaller contracts by providing essential clerical and technical assistance

### **INTERNSHIP** | McCullough's Landscape & Nursery LLC.

New Albany, Ohio | 2008 – 2008

- Consulted with clients at their residential property to establish client needs and vision as well as develop preliminary design
- Measured residential properties transferred hand drawings to digital files
- Contributed to Lead Designer's vision while producing planting plan and 3D renderings of design
- Directed crew during installation of residential front yard plant beds

### **SUBCOMMITTEE** | Partners Achieving Community Transformation.

Columbus, Ohio | 2011 - 2012

- Contributed to pre-planning stage of Near East Side Neighborhood redevelopment
- Participated in discussions about how to generate Safe, Vibrant & Accessible Neighborhoods
- Collaborated in Youth forum with design team to help determine what elements of redevelopment would attract Young Adult age group

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**VOLUNTEER** | Franklin Park Conservatory. Columbus, Ohio | 2010

- Volunteered weekly to help expand and advance the Community Garden Center of the Park
- Developed knowledge for plant design, maintenance, harvest

**FRONT OF THE HOUSE ASSOCIATE** | Columbus Brewing Company. Columbus, Ohio | 2006 – 2010

- Provided expert customer service by excelling in a fast paced environment, using time management, developing product and process knowledge to better serve customers
- Creatively solve any complaints from patrons, ensuring satisfaction, and engendering regular/repeat customers
- Trained new employees in proper food service, excellent time management and customer service

## **Education**

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The Ohio State University. June 2009

- Bachelor of Science in Landscape Architecture

Columbus State Community College. August 2011

- Project Management Team Certificate
- Sustainable Building Certificate