


Sarah Mullin

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Summary

Helping small business owners grow their business and find new success using my extensive education and experience in web design and marketing services. Building strong, long-lasting relationships with clients by always providing their business with a personalized service that meets your unique needs and budget.

Hear from some of my clients:

"Working with Sarah has been fantastic. She works very hard to get my business on the right growth track and has our interests front and center. I would not hesitate to recommend Sarah for your business"

"Sarah with Creative Solutions has been my go-to person for several years. She has re-designed and hosted my website and makes the overall process seamless. She is great at communicating with her clients and definitely willing to make adjustments as needed to suit your needs. I should know, I am pretty demanding with what I want. Overall Creative Solutions together gets A+++ ratings from us at Bradmasterj Musiq. Thank you for all you do!"

"Sarah is awesome. Great customer service. Super responsive. Very knowledgeable. I would highly recommend her services."

Experience

Website Design and Marketing Consultant

Creative Solutions Together

Jan 2012 - Present (10 years 3 months +)

Helping entrepreneurs and small businesses grow their business online with creative thinking, strategy, and implementation to meet their specific needs and budget through project and/or monthly retainer-based services that meet your specific need and budget.

Personalized Solutions

Finding personalized solution for your exact business need and situation. Always understanding that not every entrepreneur or small business is the same, so ensuring to personalize for your needs is important.

Creative Thinking

With every client comes a unique business and situation. Always bring creative thinking into every project or service to help provide the best outcome for every client's business and situation.

Experience & Education

No more worrying about the professional and if they know what they're doing. With over 15+ years of experience and education, we only provide services that we know well.

- Graphic Design & Brand Building
- Social Media Marketing & Management
- Responsive Website Design, Web Development, and Web Management

- Brand Building & Development
- Search Engine Optimization and Search Engine Marketing
- Blog Creation and Writing
- Content Writing & Management
- Market Research & Development
- Digital Marketing & Advertisement
- Advertisement & Marketing Design
- Webmaster Setup and Management
- Local and National Reputation Management
- Business Listing & Management
- Product Photography & Editing
- Professional Video Editing & Effects
- Video Design & Illustration
- Marketing Material Creation & Design
- Customer Process Creation & Management
- Website Maintenance (Including Backup & Security)
- Website Malware Analysis and Removal
- CMS & CRM Development & Management
- Email, Domain & Server Management and Hosting
- Remote and Local IT Assistant
- Business to Business Correspondence & Management
- Survey Creation & Design
- Database Creation & Management

Nonprofit Owner

Remembering Cassie

Mar 2006 - Present (16 years 1 month +)

Remembering Cassie is a non-profit organization designs personalized memorial wreaths to families in memory of their infant or child that has passed away in hopes to bring a little comfort during a difficult time.

Founded in 2009, Remembering Cassie is in honor of our daughter who passed due to a terrible infection moments before birth. The comfort found from a stranger donating her photography services to come late at night to take pictures of our daughter and another donating a beautiful handmade gown for her to wear is something we will never forget.

Remembering Cassie has a collection of wonderful grief resources to help families of stillborns, children, and adults. Our resources has been cataloged in State Universities.

To provide the funding for our wreath supplies, we accept donations along with sell personalized artificial wreaths online to families in United States. What we earn, I put back in to help a family.

Freelance Consultant

Self Employed

Dec 2004 - Jan 2012 (7 years 2 months)

Worked indepedenlty with small to medium businesses, non-profits, and government agencies to provide administration, management, and/or support through various short-term or long-term contract jobs or positions.

- Quality Control & Management
- Internet and Telephone Research
- Microsoft Office, Google Suite, Adobe Creative Cloud
- Database Creation & Management
- Audio, Video, and Website Transcription
- Audit & Management of Employee Files and Forms
- Project Management
- Employee Interview & Hiring
- Communication with Owner/CEOs
- Audit of Company Websites for Quality and Accuracy
- Remote and Local IT Assistance
- Answer Incoming and Outgoing Phone Calls
- Schedule and Set Appointments
- Create and Produce Mass Mailings
- Organize & Manage Business File System
- Account Creation & Management
- Create & Maintain Human Resource & Benefit Paperwork
- Data Entry, Audit & Analyzation
- Individual & Business Budget Management
- Tax & Legal Research Assistance
- Blog & Content Writing
- Online Content Writing & Management
- Lead Creation & Cold Calls
- Market Research & Development
- Create & Manage Business Correspondence
- Social Media Marketing & Management
- Graphic & Web Design
- Web & App Development
- Websites Maintenance & Security
- Phone System Set-Up & Management

Executive Assistant

EMPO & ProviNet Mortgage (Two Sister Companies)

Oct 2002 - Apr 2005 (2 years 7 months)

- Organize & Manage Company Accounting & Bookkeeping System
- Daily Bank Deposits of Company Payments
- Manage Daily Bank Deposits & Vendor Payments
- Manage Company Budget
- Prepare & Manage Daily & Monthly Accounting Reports
- Loan Officer Commission Report Management
- Employee Payroll Management
- Handle Confidential and Sensitive Company Accounting & Information
- Management of Temp Agency &
- Audit & Manage Telemarketing Leads & Employees for DNC Compliance
- Employee & Vendor Correspondence v& Communication
- Marketing, Data, and Information Research
- Organization & Management of Client File System(s)
- Create & Maintain HIPAA Compliant File Management System for Client Employee Files
- Create & Maintain Mortgage File System to Match New State Guidelines

- Work with Microsoft Office and Peach Tree Accounting Software
- Organize & Prepare Mortgage Files for Opening
- Main Company Employee Human Resources & Benefit Information
- Handle Incoming/Outgoing Company Mail
- Create & Manage Business Correspondence
- Manage Travel Accommodations & Meetings for Vice President and Chief Executive Officer
- Assist IT Manager with Computer & Server Maintenance & Projects
- Create & Manage 401K Hotline for our Client Employees to Call During 401K Freeze & Change Over Employees of Our Clients Companies to Call During 401K Company Freeze & Transition

Education



University of Phoenix

Associates in Business Administration, Business Administration and Management,
General
2006 - 2008



Rasmussen University

Associates in Applied Science, Licensed Practical/Vocational Nurse Training
2009 - 2010



Rasmussen College

General Education, General Studies
2005 - 2006



Burnsville High School

1999 - 2001

Licenses & Certifications



CPR Certification - American Red Cross



Certificate of Social Media Marketing - SO ME Academy
SMA9896491429090900



Diploma in App Development - Upskillist



Advanced Web & Custom App Development - Upskillist




Diploma in Web Development - Upskillist



Certificate of Social Media Management - SO ME Academy

SMA98964914290900

 **Diploma in Social Media Marketing - Upskillist**
Issued Mar 2017 - Expires Mar 2017


 **Constant Contact Partner Certificate - Constant Contact**
Issued Nov 2021 - Expires Nov 2022
22A9-7503-D40A-45F0

Skills

Web Design • Marketing • Graphic Design • Web Development • Online Marketing • Search Engine Optimization (SEO) • Social Media Optimization (SMO) • Social Media Marketing • Professional Services • Small Business

Honors & Awards

 **Rasmussen College - Rasmussen College**
2010

 **Thumbtack Pro Spotlight Vendor Award - thumbtack.com**
Jan 2017
Thumbtack Pro Spotlight Vendor Award From Being Top Pro in Web Design For 3 Years

 **Top Pro Award - #1 Web Design Company in New York - thumbtack.com**
Dec 2016
#1 Web Design Company For New York For Thumbtack in 2016

 **Top Pro Award - #1 Graphic Design Company in Minnesota - thumbtack.com**
Dec 2016
#1 Graphic Design Company For Minnesota For Thumbtack in 2016

 **Top Pro Award - #1 Graphic Design Company in Minnesota - thumbtack.com**
Dec 2015
#1 Graphic Design Company For Minnesota For Thumbtack in 2015

 **Top Pro Award - #1 Web Design Company in New York - thumbtack.com**
Dec 2015
#1 Web Design Company For New York For Thumbtack in 2015

 **Best of Thumbtack 2015 - Top 5 Web Design Companies - thumbtack.com**
Jan 2016
Best of Thumbtack 2015 - Most Highly Rated Web Design Company



Best of Thumbtack 2016 - Top 5 Web Design Companies - thumbtack.com

Jan 2017

Best of Thumbtack 2016 - Most Highly Rated Web Design Company



Certificate of Excellence 2020 Award - Bark

Jan 2021

I'm proud to announce that I have been awarded the coveted 'Certificate of Excellence 2020' from Bark! This award recognizes the best professionals on Bark who offer an outstanding service to their customers.



2022 Best of Rosemount Award

Feb 2022

2022 Best of Rosemount Award in Business Services