

Susan Sawhill Apito

PROFESSIONAL EXPERIENCE

- 05/2012 – Present **CT Licensed Real Estate Agent/REALTOR®** Glastonbury, CT
Self-Employed/William Raveis Real Estate
- ♦ Provide Full Service Marketing Plan for Home Sellers and Landlords
 - ♦ Provide Agency Representation for Home Buyers and Tenants
 - ♦ Marketing and Social Networking Consultant
- 02/2011 – 12/2011 **Healthtrax, Inc.** Glastonbury, CT
Graphic Design Associate, Marketing Department
- ♦ Design, Layout, Ads, Mailers, Flyers, Posters, Brochures and Manuals
 - ♦ Design Signage/Displays for Walls inside Healthtrax Fitness Centers
 - ♦ Assist Home Office Staff with Desktop Publishing and Design of Documents
- 04/2007 – 07/2010 **First Church of Christ, Congregational** Glastonbury, CT
Communications Director/Desktop Publisher, part-time
- ♦ Design, Layout, and Print Sunday Service Bulletin/Bi-Monthly Newsletter
 - ♦ Design, Develop Content, Update and Maintain Web Site
 - ♦ Assist Office Manager, Administrative Assistant, Clergy, Staff and Volunteers with Office Management Responsibilities including producing the Annual Report
- 05/2005 – 01/2008 **Connecticut Audubon Society Center at Glastonbury** Glastonbury, CT
Administrative Assistant, part-time
- ♦ Designed and Developed Administrative Processes for Tracking the Success of Marketing Efforts, Classes Scheduled, and Corresponding Accounts Receivable
 - ♦ Designed Brochures and Flyers for Classes and Special Events
 - ♦ Performed Financial and Administrative Functions, Prepared Reports
- 09/2001 – 01/2003 **Handcrafted Soap Makers Guild, Inc., Sidney, OH** Southbury, CT
Remote Office Manager, Secretary and Treasurer (Board Member)
- ♦ Designed, Developed Content, Maintained Corporate Web Site
 - ♦ Set Up and Managed Private "Members Only" Website and Online Forum
 - ♦ Layout, Design and Desktop Publishing of the Quarterly Journal, National Ads
 - ♦ Managed Remote Office including Marketing, Processing Memberships, Dues
 - ♦ Coordinated Annual Convention Including Classes, Speakers, Reservations
- 01/1995 - Present **dba Eastbury Design: Freelance/Self-Employed** Glastonbury, CT
Graphic/Web Design; Administrative Assistance; Social Networking/Blogs
- ♦ Design Print Ads, Postcards, Newsletters; Set-Up/Manage WordPress Websites
 - ♦ Set up and Manage Business Facebook Pages and Groups
 - ♦ Sales of Domain Registrations and Hosting
 - ♦ Advertising Sales for Local and International Magazines; Internet Ad Sales
 - ♦ Provide Administrative Assistance to Short-term, Temporary Employers

EDUCATION **Syracuse University**, College of Visual and Performing Arts, School of Art, Bachelor of Fine Arts in Experimental Studios, 1978. Major: Computer Graphics

TECHNICAL Adobe InDesign, Photoshop, Illustrator; Microsoft Word, Excel, PowerPoint, FrontPage, Expression Web; Quicken; WordPress; Facebook; Constant Contact

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