

Sara Salem

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CAREER SUMMARY

Passionate ceramic artist for 8 years and counting. I am a Dedicated Visual Artist with a diverse background in various artistic mediums. Adapt to working independently and collaboratively on projects and committed to achieving visual innovation and beauty.

Art Skills Proficient in:

Hand building	Glazing	Photography	Adobe Premier pro
Wheel Throwing	Trimming	Adobe Photoshop	Painting

Skills Proficient in:

Salesforce	Microsoft Office	Oracle	Mainframe
Adaptability	Punctual	Reliable	Organized

EDUCATION

Otterbein University, Westerville, Ohio

08/2024 – 05/2026

Bachelor of Fine Arts in Studio Art with a Ceramic Concentration

GPA: 3.9

Spanish Minor

Dean's List

Relevant Course Work:

Beginning Ceramics, Digital Photography, Latin American Studies, Wheel Throwing, Intermediate Spanish II, Spanish in the Professions, Video Art, Glaze Chemistry, Applied Spanish Writing, Modern Art History

Columbus State Community College, Columbus, Ohio

08/2021 – 08/2024

Associate of Arts in Studio Art

GPA: 3.2

Dean's list

Relevant Course Work:

Beginning Drawing, Beginning Painting, Color Theory, 2D Design, 3D Design, Life Drawing, Composition I, Composition II, Classic Mythology, Elementary Chemistry, The Solar System, Introduction to Humanities, Introduction to American Government, Art History I, Art History II, Oral Communications, Precalculus, World Civics Since 1500, European History to 1648, American Race and Relations, Social Problems, Portfolio Development & Exhibition

FIELD EXPERIENCE

Lillian Frank/Earl Hassenpflug Visual Arts Award – 2025

Dr. Elizabeth Doerschuk O'Bear Award - 2025

28th Annual Juried Student Art Exhibition – Miller Gallery - 2025

- *Layla Al-Attar Tribute*, Ceramic 2024

Mosaic of Moments – Group Exhibition at Otterbein University Art & Communications Building - 2024

- *Mishmish*, acrylic on canvas, 2024

Otterbein University Art Talent Award - 2024

Vertigo – Group Exhibition at Columbus State Community College Library - 2024

- *Mishmish*, acrylic on canvas, 2024
- *Booza*, acrylic on canvas, 2024
- *Jido*, acrylic on canvas, 2024
- *Resilience*, Clay sculpture, 2024

Governor's Youth Art Exhibition Finalist - 2020

- *Lilias de Primavera*, Ceramic bottle set, 2019

WORK EXPERIENCE

Invoicing Associate | Safelite Solutions, Columbus, Ohio

06/2022 – Present

- Fulfills policyholder reimbursements
- Communicates with shops, insureds, and agents to obtain missing required information needed for invoicing
- Keys all additional supplemental invoices submitted by shops for additional payment from insurance clients
- Delights the customers by answering, resolving, and recording incoming emails in the mainframe system for external shops, agents, and clients regarding Network shop and Customer Reimbursement invoices
- Performs all re-key web and paper invoices for Safelite Solutions' Billing department
- Processes paper invoices daily using the company's mainframe system
- Executes the creation of Safelite referral numbers on invoices not reported by insurance clients

Teaching Assistant | Shanghai Printing and Publishing College, Shanghai, China

5/2025 - 05/2025

- Assist the lead teacher with classroom instruction and lesson preparation
- Support students in understanding and completing assignments
- Provide one-on-one or small group support to reinforce learning concepts
- Prepare instructional materials and set up classroom equipment or technology
- Track student progress and report observations to the teacher

Key Holder | Claire's Boutique, Dublin, Ohio

10/2021 – 5/2022

- Delivered sales through friendly and efficient customer service
- Guaranteed the customers have an enjoyable shopping experience
- Ensured the store looks presentable and inviting to our customers
- Performed ear Piercing on customers as young as two months old
- Open and close the store and ensure that the store trades safely and legally

Shift Lead | Duck Donuts, Dublin, Ohio

02/2021 – 07/2021

- Assisted the Store Manager, maintained and increased sales and profits for the store location through administrative duties, cash and inventory controls, and execution of policies and procedures.

LANGUAGES

Arabic - Native speaker

English - Fluent

Spanish - Proficient