
CURRICULUM VITAE – SARA MOSTOFIZADEH

Work experience

Graduate Research Assistantship, Georgia Institute of Technology – Aug 2018-current job

Communications Officer, Falun Municipality's Communication Office, Falun – Feb 2013-on leave for graduate studies

Part of my job as senior web manager involves having the main responsibility for the content of our external website.

Web Editor/Graphic Designer, Falun Municipality's IT-office, Falun – 2011-2013

This post included planning and organising projects, managing the municipality's internal and external website, design print material, manage various social media channels, write instructions for various technical programs etc.

Web Editor/Graphic Designer, Falun Municipality's Cultural Administration, Falun – nov 2010-dec 2011

Tasks included analysis and improvement of the administrations internal and external web, photography and image editing, graphic design, setting up and managing dialogue with target groups through social media etc. I also worked as a host at various cultural events as well as working at the information desk at the library.

Project Administrator, CBG-consult, Stockholm – 2008-2010

Duties included technical preparation of translation applications, layout in various design software, being primarily responsible for planning and managing translation and review orders as well as evaluating suppliers on behalf of clients. I was also responsible for the ongoing preparatory work of billing and cost proposals.

Education

Georgia Institute of Technology – Master of Science in Digital Media, Aug 2018-currently enrolled

Malmo University, Sweden – Media and Communication Studies: Culture, Collaborative Media and Creative Industries, Aug 2016-Nov 2017

Master's degree (60 ECTS).

Mid Sweden University, Sweden – Graphic Technology: Digital Images and Printing Technique, 2011

Free standing courses (7.5 ECTS)

University West, Sweden – Web Design, Aug 2009- Feb 2010
Free standing courses; User Focused System Design (7.5 ECTS), Coding Languages and HTML (7.5 ECTS), Introduction to Graphic Technology (7.5 ECTS)

Blekinge Institute of Technology, Sweden – Literature, Culture and Digital Media, 2004-2007
Bachelor's degree (180 ECTS)

Georgia Institute of Technology, USA – Studies abroad, Aug 2006-Dec 2006
(Exchange studies that where part of my B.A. at BTH)

Dalarna University, Sweden – Graphic Design and Digital Images, June 2005-Aug 2005 (Free standing courses on 7.5 ECTS)

Dalarna University, Sweden – English, Aug 2003-Dec 2003
Free standing course; English with focus on business communication (30 ECTS).

Lugnet gymnasium, Sweden – International Social Science Program, 2000-2003 (upper secondary school)

Technical skills

Adobe Acrobat - Expert
Adobe After Effects - Advanced
Adobe Flash - Advanced
Adobe FrameMaker - Advanced
Adobe Illustrator - Beginner
Adobe InDesign - Expert
Adobe Photoshop - Expert
Final Cut Pro - Advanced
Google Analytics - Expert
Interleaf Quicksilver - Beginner
iWork - Expert
Javascript - Beginner
Lotus Notes - Expert
Microsoft Office package - Expert
MySQL - Beginner
Processing - Beginner
Raiindance - Advanced
SiteImprove - Expert
SiteVision (CMS) - Expert
Wordpress - Expert

Quickr - Advanced
XHTML & CSS - Beginner

Language skills

Persian - Fluent - both spoken and written (mother tongue)
Swedish - Fluent - both spoken and written
English - Fluent - both spoken and written

Other

Swedish driver's license.
