Sara Drott



Contact

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References available upon request

Portfolio: https://sdcreative.info/

About Me

Creative and organized communicator who thrives on variety. I manage social media, websites, graphics, and event photography for churches and community organizations. I also plan events, coordinate logistics, and lead volunteer teams. I enjoy bringing people together and making sure every detail is ready, so events run smoothly for the people they serve. I bring a steady head in chaotic situations and a knack for learning new tools quickly.

Skills

- Multi-channel communication
- Social media management
- Website design & management
- Graphic design
- Event photography
- Video & audio production and editing
- Event planning, promotion & logistics
- Volunteer recruiting, training & scheduling
- Adobe Creative Cloud
  - Photoshop, Premiere Pro, Lightroom, Audition

Education

Bachelor of Science - Mass Communication, Media Production
McNeese State University — Class of 2015

High School Diploma
Lakewood Christian Academy — Class of 2010

Experience

Director of Communication
Carey Baptist Association — 2017 - Present

- Communicate with 60+ pastors and churches via text, e-newsletters, social media, and physical mail
- Coordinate and promote Association events
- Manage social media and the Association website
- Build websites for 6 churches and organizations
- Manage the Association office
- Serve as Association Clerk & oversee the Annual Survey of CBA churches
- Manage Block Party Trailer rental program: scheduling, paperwork, payments, church pickups, and equipment checklists
- Support Disaster Relief leaders

Media Director
East Ridge Baptist Church — 2014 - Present

- Coordinate all screen content for church services, including song lyrics, sermon note slides, announcements, and special videos
- Produce graphics for Sunday services, video thumbnails, and social media, plus promotional graphics for church and events
- Record, edit, and publish service video and audio to YouTube & podcast
- Manage social media, website, directory, and digital sign
- Photograph church events and run the tech booth for special events
- Train and schedule tech booth volunteers
- Serve on various committees that coordinate Children's Ministry events, plan wedding/baby showers, and plan special events
- Co-Direct Christmas Play; Design sets and coordinate costumes and props
- Play drums for Sunday services

Vacation Bible School Co-Director
East Ridge Baptist Church - Volunteer — 2014 - Present

- Co-direct the church's annual VBS, serving 70-100 students each year
- Recruit, assign, and coordinate 60 volunteers across all positions
- Set up registration and check-in for students
- Select curriculum and order materials
- Promote the event through digital and print formats
- Design and coordinate decorations and themed setup
- Solve problems quickly in a fast-paced, high-energy environment

Data & Logistics Coordinator
SWLA Responds - Volunteer — 2021 - 2024

- Worked with a small team to organize logistics for volunteer teams rebuilding hurricane-damaged homes: tools, materials, lodging with local churches, shower and bathroom trailers, and port-a-potty and dumpster scheduling
- Connected homeowners lacking insurance or funds with skilled volunteer teams and partner non-profits
- Met with homeowners, conducted initial home assessments, and helped teams identify priority homes across hundreds of cases
- Brought in volunteer groups year-round, including 600-800 volunteers each summer and Eight Days of Hope (approximately 1,000 volunteers over 8 days, lodged at the Lake Charles Civic Center)

Associate Producer
KPLC - TV — 2016 - 2017

- Edited video and proofread scripts for sunrise newscasts
- Operated teleprompter and Chyron graphics during broadcasts