

# eMILY JAMES



PROBLEM SOLVER

CREATIVE THINKER

VISUAL COMMUNICATOR

## CAREER PROFILE

A highly skilled Graphic Design Professional having a creative eye for taking ideas from concept to the final product.

## EDUCATION

International Academy of Design and Technology - Orlando (April 2007 - July 2010)  
Bachelor of Fine Arts - Graphic Design

Valencia Community College - Orlando (August 2004 - April 2007)  
Business Administration Certified

## TECHNICAL SKILLS

Photoshop - Illustrator  
Dreamweaver - HTML/CSS  
QuarkXpress - Indesign  
Macromedia - Flash  
Microsoft Word - Power Point - Excel  
Windows and Macintosh Operating Systems  
Canon Digital SLR

## PROFESSIONAL STRENGTHS

Print, Packaging, Environmental Graphics, Typography  
Digital Photography, Digital Editing

## QUALIFICATIONS AND EXPERIENCE

C&S Themed Events & Environments, Orlando, FL [March 2011 - December 2011]  
- Executive Administrative Assistant / Production Assistant / Designer  
Assists Chief Operating Officer (COO) and accomplishes network objectives by planning, developing executing and evaluating association activities.

BridgeWell Capital LLC, College Park, FL [December 2010-February 2011]  
- Contract to Hire  
Create Signage, Business Documents, and Misc Graphics.

Freelance Clients  
- BridgeWell Capital LLC, Orlando, FL [December 2010]  
- MolaConola Productions LLC, Orlando, FL [June 2010]  
- Downtown Arts District - Orlando Slice, Orlando, FL [July 2010]  
Designed Business Identities  
- Created logo's, Signage, Business Documents, Fliers, Posters, Ticket Stubs,  
Web Banners, Application Buttons, Magazine Layouts, and Custom Illustrations.

Classic Nissan, Winter Park, FL [March 2005 - March 2008]  
- Customer Service  
Performed general office duties, Maintained a high level of customer service.  
Greeted customers, Answered multi-line phone systems  
- Data Entry Specialist for Indirect Lending  
Recorded data for loan applications, received and sent faxes

## NOTABLE ACHIEVEMENTS

AAF ADDY Award - Silver Award Winner for Colorado Tourist Map - 2010  
Featured in Artistik Magazine - Spring - Summer 2010  
Artistik Magazine's Regional Design Showcase - 2010  
President of IADC Graphics Club - 2010  
Outstanding Student Award for Graphic Design - 2010