



Objective

To obtain a position in the graphic design field where I can utilize my creative, communicative, and interpersonal skills

Education

College of Mount St. Joseph Cincinnati, OH 2009 - 2013

Bachelor of Fine Arts in Graphic Design

Minor in Art History, May 2013

Computer Skills

*Adobe cs5 | Photoshop | InDesign | Illustrator | Dreamweaver
Flash | After Effects | Adobe cs6 | Photoshop | Microsoft Office | Word |
PowerPoint | Excel*

Experience

McCracken and Martin Law Firm, Hamilton, OH

Legal Assistant, August 12, 2013 - Present

- Type out file notes, letters, and hearing memorandums as dictated
- Type up and fax out billing invoices to employers
- Screen calls and schedule appointments with clients

College of Mount St. Joseph, Marketing Department

Project Manager Co-op, May 2012 - May 2013

- Designed and updated flyers, brochures, postcards, and other published pieces, utilizing the College's brand standards
- Acquired printing estimates and prepared files for printing
- Worked independently and with marketing team
- Communicated with other departments in the college

Northern Kentucky Chamber of Commerce, Fort Mitchell, KY

Graphic Design Intern, October 2011 - May 2012

- Assisted marketing team with the design and implementation of flyers, business cards, business journal, invitations, brochures, and post cards
- Used interpersonal and communication skills on daily basis
- Worked independently and with marketing team
- Worked efficiently in fast paced environment

Kohl's Department Stores, Fairfield, OH

Sales Associate, July 2010 - August 2011

- Used interpersonal and communication skills to serve customers
- Operated cash registers effectively to serve customers quickly and efficiently
- Kept area and store organized to provide safe and clean environment

References

Available upon request