

Objective

I want to benefit my clients to my best ability through the use of strong visual concepts. I also want to display my skills as a designer by working with many different styles of people and businesses. I am open to learning and love a challenge.

Education

- East Stroudsburg University (ESU), East Stroudsburg, PA
Bachelor of Arts, Art and Design, May 2009
- o Minor in Media Communications
 - o 3.6 GPA (Deans List)
 - o Board of Governors Academic Scholarship

Experience

Youth Services Alternatives

Intern

- Design and produce Identification cards for faculty and staff
- Illustrate mascot for school and create senior t-shirt memorabilia
- Design cover and layout for Yearbook
- Manage all photos including student shots, faculty and staff shots, and events to be placed in year book.

Tiaras of Mu Sigma Upsilon,

Advertising

- Create graphics for various flyers and events
- Manage files for promotional events
- Design programs for speakers and other informational events

East Stroudsburg University/Fine Arts

Art Administrative Clerk/Gallery Coordinator

- Compiles and maintains office activities of establishment, performing variety of clerical duties and utilizing knowledge of systems or procedures
- Copies data and compiles records and reports

Holy Ghost Pentecostal Faith Church

Administrative Assistant

- Provided desktop publishing support for the publishing of documents, programs and official correspondences
- Created, updated and maintained websites for the non-profit organization
- Created and updated graphics and fulfilled request for photographs
- Responsible for commissioning letters for suppliers and donations

Associations/Awards

Tiara Interest Group, INROADS Internship Candidate, Deans List, National Multicultural Academic and Technological Scholarship, National Honor Roll Association, Distinguished Honor Roll, Honor Roll, National Honor Society, National Young Scholars of America, National Youth Leadership Conference Alumni, Good Citizenship Medal of the National Society of the Sons of the American Revolution

Computer Skills

- Operating Systems – Windows 2000, XP, MACS
- Software – MS Office (Word, Excel, PowerPoint, Outlook), Print Master, Internet Explorer, Netscape, Quark, Adobe Photoshop, Dream weaver, Indesign and Illustrator

