

# Lian C. Weller

## Graphics and Documents Specialist

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### Work Experience

#### Highlands Community Charter School / Graphics and Documents Specialist

MARCH 2021 - PRESENT, SACRAMENTO

Creates social media content, monthly and weekly newsletters, flyers, zoom backgrounds, cards, signage, vehicle wraps and other requested graphic material. Retouches photos. Maintains brand consistency and feel.

#### Administrative Assistant II - Marketing

JULY 2020 - MARCH 2021

Created social media content, business listings, and implemented keywords on website.

#### Marketing Intern

JUNE 2019 - AUGUST 2019

Produced flyers and social media content. Edited photos, school website, and published materials.

#### LMU College Of Communication & Fine Arts / Studio Assistant

FEBRUARY 2018 - MAY 2020, LOS ANGELES

Assisted professor with lesson plans. Operated intaglio printing press. Prepared materials for classes. Organized and cleaned workspace.

#### LMU Office of Campus Activities / Supervisor

SEPTEMBER 2017 - MAY 2018, LOS ANGELES

Prepared equipment. Marked guest attendance. Gave an introduction speech prior to each showing. Performed inventory of concessions. Promoted events to the public. Created social media content.

#### Regal Entertainment Group / Floor Staff

MAY 2017 - JANUARY 2019, SAN RAMON

Worked in concessions and customer care. Provided information and met customers' demands. Maintained a clean workspace.

#### 7daysale4u / eBay Lister

JUNE 2015 - AUGUST 2018, SAN RAMON

Listed consignment items for sale. Researched pricing trends. Measured and described items using keywords.

### Projects

#### Scene Painting

The Resistible Rise of Arturo Ui (LMU 2019)  
Hair (LMU 2019)

### Education

#### Loyola Marymount University (LMU)

SEPTEMBER 2016 - MAY 2020

#### B.A. Studio Art / Printmaking Minor in Art History

### Skills

#### Adobe

Photoshop  
Illustrator  
Indesign  
Lightroom

#### Microsoft

Word  
Excel  
Powerpoint

#### MailChimp

#### Wordpress

#### Collaboration

Communicative  
Customer Service  
Flexible  
Detail Oriented  
Self Starter

#### Arts

Printmaking Painting  
Drawing  
Sewing  
Scene Painting  
Woodwork