**Aliece Grein**

5332 21st Ave

Sacramento, CA

CELL: (916) 759-9138

**EDUCATION**

San Francisco State University

San Francisco, CA

Bachelors of Art in Textile Design

Graduated 2014

***Professional References***

*Haley Bersche (Manager): (310) 339-9737*

*Erica Azevedo: (916) 390-3515*

*Amanda Facio (Marketing/Sales Specialist): (916) 945-0765*

**EXPERIENCE**

***Cotton Shoppe***

*1817 5th ST., Sacramento CA*

*Office Administrator/Graphic Design*

-Managed email and customer communication

-Priced, quoted, and estimated incoming jobs on Quickbooks

-Recreated graphics on illustrator and Photoshop, prepared them for screen printing/screen writing

***Farmgirl Flowers***//reference: Katie Dulka (510) 710-1344

*San Francisco, CA*

*Lead Floral Designer*

-Managed a team of designers, making sure we are meeting quotas and deadlines

-Fluctuated between event designs, daily arrangements and Customer service

-Hosted weekly classes for customers to come in, and learn how to create an arrangement, wreaths, hand ­tied bouquets, etc.

***Agency 360***//reference: Molly Presson (802) 989-2661

*San Francisco, CA*

*Office Manager/Marketing Specialist*

-Acted as Office Administrator, conducted all front desk duties (Filing, emails, greeted candidate upon arrival)

-Managed database by uploading all job postings and maintaining listings

-Directed all email marketing efforts, designed ads on Photoshop/Illustrator

***Adeeni Design Group****//*reference: Claudia Juestel (415) 928-4685

*San Francisco, CA*

*Design Intern*

*-*Kept the textile library updated, made suggestions of fabrics to clients for their new interior designs

-Designed Hand made textiles for current projects on my loom (Hand woven Pillows)

-Maintained online Cherish store (photography, Photoshop inventory, posted on Owners website)

***San Francisco State University Academic Technology Department***

*//reference: Lisa Ackerman (415) 338-1494*

*Technology Assistant*

-Troubleshot and fixed Academic technology (computers, projectors, etc.)

-Conducted front desk customer service and helped students/teachers with equipment rentals

-Developed a thorough understanding of all office software