

# Ty Simpson

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52 Volney Street Phoenix, NY, 13135

## EXPERIENCE

### Graphic Design Work

*Hospice Of CNY, NY / Sep 2019 - Present*

- Discuss ideas for advertising and raising awareness of charity events.
- Design logos and promotional work used to key charity events.
- Designed full-page advertisements published and distributed throughout the Central New York area.
- Use expressive fonts, photographs, images and more to develop eye-catching advertisements.

### Freelance Transcriptionist

*Oct 2018 - Nov 2019*

- Evaluate and interpret audio and video dictation at fast-pace while maintaining precise accuracy.
- Study client and business terminology to transcribe accurately.
- Concurrently work on multiple projects within tight deadlines.

### Clerical Volunteer Work

*Hospice Of CNY, NY / Sep 2019 - Mar 2020*

- Assist employees in filling out paperwork.
- Organize vital documents to optimize efficiency.
- Conducted any other clerical duties needed.

### Volunteer at Golf Open

*Hospice of CNY, Liverpool, NY / Jun 2018 - Jun 2018*

- Assist in setting up event sponsor banners.
- Escort golfers throughout the course.
- Set up tables and equipment for dining.
- Construct a raffle area to raise money for Hospice of CNY.

## EDUCATION

### SUNY Oswego

**Major: Computer Science**

***Currently Attending***

### Cayuga Community College

**Major: Computer Science**

**GPA: 3.51**

*Awards & Honors*

- Dean's List

*Extracurricular Activities*

- Phi Theta Kappa (ΦΘΚ)

## ADDITIONAL SKILLS

Proficient in computer software (Adobe Creative Suite, Microsoft Suite, Google Workspace)

Proficiency in Java, HTML, CSS, JS

Keen attention to detail

Quickly adaptable to new coding languages

Self-motivated

## REFERENCES

References available upon request