



Amanda Bartenes

Graphic Designer

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Profile

Graphic design major who is highly motivated to secure a job within the industry while engaging in rigorous studies. Academically gifted, creative, and a hard worker who has a keen eye for detail. Possess graphic design and photography skills. In addition, has a positive attitude, great communication skills and a passion for design.

EDUCATION

George Mason University

Fairfax, Virginia

Bachelor of Arts in

Graphic Design

Minor in Journalism

Expected: May 2021

University of Lynchburg

Lynchburg, Virginia

2017–2018

SKILLS

Microsoft Word

PowerPoint

Excel

Outlook

Adobe Photoshop

InDesign

Illustrator

Dreamweaver

Photography

AWARDS

Dean's List

George Mason University

2018–2019

University of Lynchburg

2017–2018

Experience

2017–2018

Cashier / Lynchburg Campus Store / Lynchburg, Virginia

- Operated a cash register and handled several types of transactions
- Provided quality customer service
- Verified incoming orders and stocked shelves
- Provided information and guidance to customers

2015–2017

Office Assistant / Doodlebug Dog Walker / Bristow, Virginia

- Handled data entry and database management
- Streamlined processes and systems to improve efficiency
- Prepared customer and staff correspondence, hard copy and electronic
- Maintained filing systems