



# Amanda Bartenes

## Graphic Designer

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## Profile

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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

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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