

# Amelia Heaton Maxwell

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<https://www.achmaxwell.com/>

## Profile

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A self-motivated, detail-oriented designer who enjoys the challenge of a fast-paced work environment. A creative individual looking for a team of driven coworkers who push each other to learn and grow to their fullest potential in a fulfilling industry.

## Skills and Attributes

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- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Wordpress
- Adobe After Effects
- HTML
- Prepress Operations
- CSS
- Javascript
- Detail Oriented
- Creative Solutions
- Time Management
- Self-Motivated

## Education

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Ivy Tech Community College – Indianapolis, IN  
**Associate of Applied Science in Visual Communications**

Graduated Summer 2018

## Summary of Experience

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### GRAPHIC & WEB DESIGN EXPERIENCE

- Created designs for both digital and print formats..
- Designed small and large-scale graphics.
- Worked with numerous printers to ensure the quality of the projects met or exceeded the clients' expectations.
- Managed all aspects of projects from start to finish including budget, client expectations, and deadlines.
- Contacted vendors for quotes and communicated to ensure project details and deadlines are understood and reached.
- Used HTML, CSS, Wordpress, and Javascript to create responsive websites for clients.
- Created and scheduled social media posts feed and email marketing.
- Researched analytics to get a better understanding of audience scope for social media and web.
- Designed on both Mac and PC.

### CUSTOMER SERVICE EXPERIENCE

- Successfully lead team during high stress situations.
- Completed multiple projects in a fast-paced environment.
- Catered to people of all backgrounds and needs.
- Accomplished tasks with great detail and care while also meeting deadlines.
- Ordering of product and inventory management to meet budget and reduce waste.

### ADMINISTRATIVE SKILLS

- Handling invoicing along with daily communication with clients and vendors via email and phone
- Create and track retail orders and inventory with Excel sheets

### ACHIEVEMENTS

- One of 50 selected state-wide through Ivy Tech to Participate in the Salesforce Pathfinder program.
- Top 3 in city-wide poster competition for the Indianapolis City Market.
- Participated in a Graphic Design art show at the Garfield Park Art Center.
- Dean's List for multiple semesters.

- Created advertisement pieces and coordinated an event for local music performances.

## Employment History

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<b>Graphic Designer</b> Indianapolis, IN	Pratt Visual Solutions	May 2019 - Present
<b>Art Director</b> Carmel, IN	Cassis	August 2018 – March 2019
<b>Shift Manager</b> Indianapolis, IN	Starbucks	October 2007 - July 2018
<b>Hostess</b> Indianapolis, IN	Bru Burger	2012
<b>Sales Associate</b> Plainfield, IN	Gamestop	2006 - 2007
<b>Sales Associate</b> Plainfield, IN	Bath and Body Works	2005 - 2006
<b>Page</b> Plainfield, IN	Plainfield Public Library	2004