

## ALANA A. TODD

(929) 433-5951 • alanatodd2344@gmail.com

Portfolio: <https://alanatodd.github.io/>

## EXPERIENCE

---

**Biology Department at City College of New York (CUNY)** Harlem, NY September 2022 - May 2023

### *Graphic Designer*

- Developed graphic designs to creatively advertise the different college majors offered by the Biology Department
- Created 3 graphic design projects per month to be used throughout the Biology Department
- Worked closely with the Department Head to ideate concepts and designs for posters, consistently meeting requirements and deadlines

**Brooklyn Public Library**

Brooklyn, NY December 2021 - June 2022

### *StoryTeen*

- Completed 100 hours of training on child development, literacy, library, and career skills and had hands-on work experience
- Executed a variety of children's programs, projects, and events including the Big Brooklyn Playdate
- Illustrated and authored a children's book as a culminating project in 5 months

**Allie's Babysitting Service**

Brooklyn, NY January 2018 - December 2024

### *Babysitter*

- Created and administered high-impact educational activities for children ages 2 to 4
- Organized drawing, painting, and coloring activities 3 times weekly

## EDUCATION

---

**City College of New York (CUNY)**

Harlem, NY August 2022 - present

Electronic Design and Multimedia | GPA: 3.94

**Academic Awards and Honors:** AP Scholar with Distinction, National African American Recognition Program, ARISTA, AP Capstone Graduate, Advanced Regents Diploma, Gates Scholarship Finalist, City College of New York (CUNY) Honors program

**Leadership:** Child Book Author 2021-2022, Child Book Illustrator 2021-2022, Educational Program Leader 2021-2022, Lead Designer of Posters for the Biology Department of a College Institution 2022-2023

## SKILLS

---

**Hard Skills:** Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Adobe Animate, Adobe Bridge, Adobe InDesign, Autodesk Maya, Clip Studio Paint, Blender, HTML, CSS, Microsoft Excel, Microsoft Word, Microsoft Outlook

**Soft Skills:** Written and verbal communication, work ethic, ability to multitask, attention to detail, collaboration, self-motivation, time management, cultural competency, problem-solving, organization