



DIANA DISCHER

CONTACT

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PERSONAL SKILLS

Adaptable

Effective listener

Efficient

Fast learner

Organized

Problem solving

Task oriented

TECHNICAL SKILLS

Strong in Photoshop

Solid understanding of Illustrator and InDesign

Decent at Java, Python, HTML/CSS, French, and Czech

Proficient in AutoCAD

WORK EXPERIENCE

FRAMER, ADMINISTRATIVE ASSISTANT, DESIGNER

Frameworks Studio & Gallery / 2015 - present

- Assisted customers with finding creative framing options within their taste and budget.
- Helped maintain social media and website.
- Handled administrative tasks including email correspondences and marketing, phone calls, and work order/invoice generation.
- Designed event cards for gallery openings and announcements, and placed print orders.

COUNTER STAFF

Lil Pop Shop / 2018 - 2022

- Engaged customers and made recommendations based on a shifting weekly menu.
- Helped maintain shop organization and cleanliness.

DESIGN INTERN

ALMA Architecture / 2020 - 2022

- Generated email campaigns, organized manufacturer and client database, and designed promotional material.
- Coordinated meetings between the firm and manufacturers.
- Drew architectural details and generated visual mockups for design plans.
- Worked well with a team in a hybrid remote position.

SODA JERK

Franklin Fountain / 2022 - present

- Provided a welcoming experience while educating customers about the history of the shop.
- Worked efficiently in a high traffic location.

EDUCATION

UNIVERSITY OF PENNSYLVANIA

2015 - 2020

Candidate for Bachelor of Arts

Enrolled in Penn's Fine Art major with a focus on the craft and conceptual overlaps between painting, printmaking, and photography.

MOORE COLLEGE OF ART AND DESIGN

2012 - 2014

Summer courses

Took courses in game design, digital and traditional animation, and painting.