

# Audriana Gibson



Bachelor of Arts in **Media and Information**. My focus is in digital and publication design. Overall, I always welcome learning new information, and improving upon my skills.

## SKILLS

Microsoft Office  
Adobe Indesign  
Adobe Illustrator  
HTML  
CSS / SASS  
Audition CC

## CONTACT

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269-364-8157

## WORK EXPERIENCE

### STRATEGIC SUPPORT ASSOCIATE, **Jun 2018-current**

Jackson National Life Insurance, East Lansing, MI

Analyze annuity withdrawal applications, evaluate insurance forms for quality control, interpret telephonic buy and sell instructions for trade transactions. Received extensive training on data entry, annuities, and indexing forms and applications according to company standards.

### VOLUNTEER, SOCIETY OF NEWS DESIGN, **April 2019**

Society of News Design 40th Conference, Chicago, IL

Responsible for the upkeep and real time updates of the website as well as Twitter and Wordpress during the duration of the conference. Worked with a team to consolidate information from student reporters on Slack.

### BUILDING ATTENDANT, MAINTENANCE, **Jan 2018-Sept 2018**

Student Union, Michigan State University, East Lansing, MI

Set up rooms for University events according to diagrams and client preferences. Prepared for and worked with caterers and others on and off campus businesses for events. Carried out cleaning duties throughout the building.

## EDUCATION

Michigan State University,  
**Sept 2015-Dec 2019**

South Haven High School,  
**Sept 2011-May 2015**

## ADDRESS

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St East Lansing  
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