

# Mary Weiher

mewweiher@gmail.com  
Additional contact information upon request

## WORK EXPERIENCE

### **2022-19 Undergraduate/Outreach Coordinator**

University of Pittsburgh  
Physics & Astronomy Department

### **2019-17 Advertising & Office Assistant**

Clarion Students' Association (CSA)

### **2019-16 Art Gallery Assistant**

Carlson Library Art Gallery

### **2018 Community Service**

#### **Student Coordinator**

Center for Leadership and Development

### **2018 Camp Coordinator**

Pentz Run Independent Living

### **2017-15 Office Assistant**

Clarion University Office of the Provost

## EDUCATION

### **2019 B.F.A. Graphic Design**

Clarion University of Pennsylvania  
Clarion, PA

### **2015 Certificate in Commercial Art**

Northern Westmoreland Career & Technology  
Center  
New Kensington, PA

### **2015 High School Diploma**

Kiski Area High School  
Vandergrift, PA

## HIGHLIGHTS

**Designed marketing materials** for events & scholarships via Adobe Creative Suite & Canva.

**Rebranded & maintained weekly newsletters** to track events, news, & opportunities using Microsoft Office & MailChimp.

**Maintained and updated secure records**, including 360+ graduate student applications & 130+ current graduate student records.

**Reorganized webpages** to answer common questions & clarify old/unclear information.

**Nominated for the Orosz Award for Excellence in Emerging Leadership**, which recognizes early staff members who have exhibited excellence in their performance & leadership.

## PROGRAMS

### **Proficient In:**

- Adobe Creative Suite  
(Illustrator, InDesign, Photoshop, Premiere)
- Microsoft Office  
(Excel, Powerpoint, Teams, Word)
- Client-Side Programming  
(HTML, CSS, JavaScript)
- Canva

### **Familiar With:**

- Drupal & Wordpress environments
- Some Server-Side Programming (PHP)
- Poppulo / Four Winds Interactive (FWI) Cloud

*References upon request.*