

[c o n t a c t i n f o]

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[o b j e c t i v e]

To gain experience and develop networking relationships in a professional work environment while further increasing my skills in the areas of design, media, and communication.

[s k i l l s]

- Proficient in Windows OS, Microsoft Office, and Adobe Illustrator, InDesign, and Photoshop
- Basic knowledge of Apple OS and Adobe Premiere, Dreamweaver, and Acrobat
- Intermediate HTML and CSS knowledge
- 84 WPM typing speed
- Excellent organizational and planning skills
- Strong teamwork and leadership abilities

[e d u c a t i o n]

Bachelor of Arts in Visual Communication Design
magna cum laude, 3.92 major GPA
Eastern Washington University, USA

[w o r k e x p e r i e n c e]

JFK Friendship Center: Teaching Assistant | January 2012 to Current

- Duties include supervising groups of 10 to 15 children ranging in ages from 2 to 5 years old and teaching English through the use of music, movement, art, and play
- Gained experience in making quick and unaided decisions and working in a multilingual environment

AYUSA: Au Pair | January 2012 to Current

- Caregiver to a 4 year old girl and a 7 year old boy
- Duties include transporting children, light housework, preparing meals, and providing entertainment in an enriching and safe environment

Cancer Care Northwest: Transcriptionist | February 2009 to December 2011

- Duties included typing and proofreading dictation, entering patient profiles, and tracking patient information
- Helped to establish new standards and training procedures for incoming transcriptionists

Like Media: Graphic Designer | June 2011 to September 2011

- Worked for a start up branding and direct marketing company
- Duties included creating client identities, designing advertisements, constructing multi-page layouts for magazines, and developing monthly content
- Helped to create an advertisement standard and identity to be used across all company mediums and to establish specialized magazine lines in expanding territories

Dr Jonathan Middleton: Web Design Intern | April 2011 to June 2011

- Personally recommended by professor Tom Couraud of Eastern Washington University
- Redeveloped personal website to better accommodate the needs of the client
- Reprogrammed all coding to adapt to the switch from Actionscript 2 to Actionscript 3