

THEO ARDINGER

Visual Designer Based in San Francisco

CONTACT



Theo Ardinger



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<https://tardinger.github.io/>



485 28th Ave. San Francisco, 94121

PROFILE

Theo Ardinger was born and raised in North Carolina and is now pursuing a degree in design from the University of San Francisco. His passion for art and design has been present from a young age as he grew up involved in visual and performing arts. Now with his studies geared towards digital art and graphic design, Theo hopes to be able to pursue a career in such. As an eager and passionate designer, Theo is excited to be able to use his craft to create something good in the world.

DESIGNSKILLS

Proficient:
Adobe Suite, Procreate Illustration,
Figma

Experienced:
HTML, CSS, JavaScript, Adobe
After Effects, JavaScript

WORK EXPERIENCE

Graphic Design Intern

University of San Francisco
Office of Marketing Communications

2023-Present

- Create publications (print and electronic) of varying complexity that support student recruitment, fundraising, alumni relations efforts, and other communication efforts.
- Works under the supervision of the senior designer with mentorship from professional designers and the creative director.
- Handles up to 15 projects simultaneously and assists clients with creative conceptualization to meet their needs.

Administrative Assistant

Neal Smith Engineering
Southern Pines, NC

2020-2024

- Executed office duties such as customer service, digitalization, processing of paper media, as well as handling and processing of mail.
- Assisted office manager with general office tasks such as directing communication, entering data, maintaining equipment, and general organization.

WORKPLACE SKILLS

Office Management, Client
Communication, Filing and Data
Archiving, Invoice Processing, Mail
Distribution, Customer Services,
Assisting, Organization

Back Waitor

Ashtens Restaurant
Southern Pines, NC

2020-2022

- Worked as part of a waitstaff team in a high-paced environment.
- Assisted wait staff by filling water glasses, clearing and setting tables, serving food, and providing customer care.
- Other duties included greeting guests, maintaining a clean dining environment, cleaning glassware, assisting with food prep, and organizing the dining room for service.

EDUCATION

Bachelor of Arts

University of San Francisco

2022- Present