

# Vivian Lane Ard

*"An aspiring drag performer and social media personality passionate about design and artistry."*

722 Pennsylvania Avenue  
Windsor, IL 61957  
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ardbusiness512@gmail.com

## EXPERIENCE

### **Sally Beauty Supply LLC. — *Beauty Associate***

1302 Ave of Mid-America #1A, Effingham, IL 62401

MAR. 2023 - PRESENT

- Maintained a visually pleasing and clean shopping experience
- Friendly customer service and relations
- Unboxed new shipments and kept supply in stock

### **The Navigator News — *Reporter & Layout and Design Editor***

5001 Lake Land Blvd, Mattoon, IL 61938

DEC. 2022 - MAY 2024

- Wrote in APA format for monthly student-run newspaper
- Designed a multi-page layout and template to use for each issue from scratch
- Attended and nominated for the ICCJA Journalism Conference.

## EDUCATION

### **Lake Land Community College— *Associate Degree in IT-Graphic Design***

#### ***Certificate(s) in IT-Web Design & IT-Desktop Publishing***

AUG 2022 - MAY 2024

5001 Lake Land Blvd, Mattoon, IL 61938

### **Windsor Jr. & Sr. High School— *High School Diploma***

AUG 2018 - MAY 2022

1424 Minnesota Ave., Windsor, IL 61957

## SKILLS

Web Coding & Design

Knowledge of Adobe Software  
(InDesign, Illustrator, Photoshop)

Digital Artist

Excellent Communication Skills

Professionalism

Quick Learner

## AWARDS

Adobe Certified Professional in  
Visual Design—Awarded upon  
completing the Adobe Certified  
Professional Visual Design  
Exam

Microsoft Office Specialist:

Associate (Office 2019)—

Awarded upon completing the  
Certiport Office 2019 Associate  
Exams (Word, Excel,  
PowerPoint)

## REFERENCES

Rachel Jordan— (217)-565-3888  
(kbs.mommy@gmail.com)

Christina Wise—(217) 620-8211  
(wisec@windsorcusd.org)

Stacy Shupe— (217) 690-1860  
(morphidae12@gmail.com)