



Objective

I would like to obtain a position where I can experience new challenges and opportunities with a thriving company using my creative and intuitive skills in vision and design.

Education

Marywood University, Scranton PA

May 2011

BFA Graphic Design

Activities

- Chi Alpha Epsilon (Act 101: Honor Society)
- Student Government Association

Honors

I.H.M. Scholarship

Qualifications/Skills

- Experience with both MAC and PC Platforms
- Proficient in Adobe Creative Suite 6 (Adobe Acrobat, Photoshop, Bridge, Illustrator, Lightroom, InDesign, Flash, and Dreamweaver)
- Proficient in QuarkXpress
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, and Publisher)
- Experience with iMovie and Final Cut Pro
- Experience with Photo Retouching and Clipping
- Experience with Social Networking (Facebook, YouTube, Twitter, Instagram, Tumblr, and Pinterest)
- Good Knowledge Of CSS, HTML, and Wordpress

Work Experience

Marywood University: Work Study

September 2009 - May 2011

- Answered phone calls
- Transferred phone calls to proper extensions
- Inputted data into Word and Excel
- Organized and sorted files
- Assisted in separation for department's needs
- Edited and published Marywood's weekly newsletter

The Weekender/Times Leader: Internship

October 2010 - February 2011

- Mocked up layout spreads
- Re-designed/re-sized advertisements for the newspaper



Advertising Outsourcing Services

December 2011 - September 2012

- Prepared layout spreads for advertisements
- Used InDesign and Photoshop for editing, retouching and designing layouts
- Designed retail and classified advertisements for several news publications throughout the United States
- Interacted with newspaper representatives to meet guidelines through e-mail and through SNAP software
- Used PDF to proof and finalize advertisements
- Worked under a strict turn-around schedule
- Maintained a strong sense of organization to complete day-to-day tasks

Reed Technology And Information Services

August 2014 - November 2014

- Transcribes data from source documents
- Verifies documents follow regulations, rules, and codes
- Proof all typographical errors and missing/repeated data
- Troubleshoots and investigates data that is unclear to produce a quality product

Kapp Advertising

May 2015 - Present

- Used InDesign/Illustrator/Photoshop for editing, retouching and designing layouts
- Designed retail and classified advertisements throughout the Central PA region
- Worked under a strict turn-around schedule

Volunteer Experience

- Cornwall Manor: Santa's Workshop
- Cedar Crest High School: Senior, Senior Prom
- Disaster Relief: Conklin, New York
- Our Lady Of Peace: Soup Kitchen
- EPCAMR (Eastern Pennsylvania Coalition For Abandoned Mine Reclamation): Design Campaign
- Marywood University: Centennial Calendar