

SPECIAL SKILLS:

- Exceptional listener and communicator who effectively conveys information verbally and in writing.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.
- Innovative problem-solver who can generate workable solutions and resolve complaints.
- Computer-literate performer with extensive software proficiency covering a wide variety of applications.

EDUCATION:

Masters in Business Administration (Management) Fitchburg State University, Fitchburg MA	(currently enrolled)
B.S. in Communications Media (Graphic Design) Fitchburg State College, Fitchburg MA	2007
Certificate in Graphic Communications / Salutatorian Worcester Vocational High School, Worcester MA	2002

PROFESSIONAL EXPERIENCE:

Becky’s Driving School , Worcester MA <i>Administrative Assistant / Graphic Designer / IT Specialist</i> Responsible for filing, answering phones, assisting customers with questions, registering students, finding or replacing missing paperwork, keeping up with regular computer/file repairs, and design and maintenance of the company’s website.	2007-present
Studio Z, Inc. , Hubbardston MA <i>Graphic Design Assistant</i> Responsible for assisting the Head Graphic Artist on different projects including design for websites, advertisements, college brochures, internet banners and company branding and packaging, as well as communicating with customers about job progress and changes.	2007-2008

RELATED EXPERIENCE:

Web Development Certificate Fitchburg State University, Fitchburg MA	(currently enrolled)
Freelance Design Fitchburg State College Print Services, Fitchburg MA	2005-present 2003-2005
Quinsigamond Community College Print Shop, Worcester MA	2002-2003

RELATED SKILLS:

Proficient knowledge of Adobe Photoshop and Illustrator, Microsoft Word, and HTML/CSS. Familiar with Adobe Dreamweaver, Flash, After Effects, and InDesign, as well as QuarkXPress.

HONORS RECEIVED:

- VICA (district competition) - Graphic Communications: silver
- Work selected for Visions – a juried student honors exhibition
- Work selected to be published

