



PROFILE ○ Creative power seeking to strengthen skills while further continuing to produce innovative and brave work.

EDUCATION ○ COLUMBIA COLLEGE CHICAGO; Illinois.
BFA-Graphic Design, **2010**.

SKILLS ○ Adobe Illustrator, InDesign, Photoshop, Lightroom, Acrobat, Dreamweaver, Flash, and Bridge. Microsoft Word, Excel, Powerpoint, and Outlook. Text Wrangler, Scite, Filezilla, and Audacity. Windows and Mac systems. 55 wpm, filing, fax, copying, Spanish familiar.

EXPERIENCE ○ **RESIDENT ADVISOR**
University Center of Chicago, U.S. Equities, Chicago, IL; 2008-Present.
Peer Mentor; Leader of a floor of residents coming from many diverse backgrounds and interests.
Event Planning; Scheduling and advertising of educational, health, and leisure events; set-up & follow-up reports.
School Representative; Available to help residents with issues involving school and academics.

ADMINISTRATIVE ASSISTANT

Capitol Projects, University of California Berkeley, Berkeley, CA; 2007.
Correspondence; Answering telephone, email, and fax correspondence; assisting with delivery tasks.
Filing and Document Organization; Large scale consolidation of documents into electronic and physical databases.
Cleaning; Basic cleaning of office space including prep work for business meetings.

CASHIER & COFFEE BARISTA

Gordy's Warming House, Cloquet, MN; 2005 - 2008.
Customer Service; Maintaining friendly service to customers during busy hours and while balancing tasks.
Customer Relations; Building relationships to make frequent customers feel appreciated and comfortable in house.
Digital Art for Interior Décor; Creating graphics used within house including posters, labels, and advertisements.

MULTIMEDIA VIDEO EDITOR

Minnesota Department of Human Services, MN; 2006.
Audio and Photo Editor; Maximizing audio and photo quality.
File Management; Organization of all components of the video including photos, audio, and video clips.
Video Production; Multiple DVDs produced with customized album art.