

EDUCATION

- Degree: Bachelor of Arts in Digital Design
- Minor: Business Administration
- Seattle University, Seattle, WA
- Expected Graduation: June 2019
- GPA: 3.7
- Relevant Coursework: Drawing I, Design and Color, Typography, Digital Imaging, Digital Media for Print, Graphic Design, Digital Media for Web

COMPUTER SKILLS

- Macintosh and Windows PC platforms
- Adobe Creative Cloud: Illustrator, Photoshop, InDesign, Premiere Pro, Dreamweaver
- Some Experience in Quickbooks

AWARDS & HONORS

- 2018 – Seattle University, College of Arts and Sciences, Scholastic Competition - Visual Art Award
- 2016 – Drawing was selected by a panel of judges to participate in the Kenmore Art Show

INTERNSHIPS

Marketing and Design Intern

Kirkland Performance Center, Kirkland, WA (September 2018 – Current)

- Helped with daily tasks such as creating email templates, hanging up flyers for upcoming events, posting show advertisements on event websites
- Designed marketing services form and program advertisement form using branding guides for the company

WORK EXPERIENCE

Writing Consultant and Lead Office Administrator

Seattle University Writing Center, Seattle, WA (September 2017 – Current)

- Collaborated with 5-6 students weekly on their essays and assignments to give them the tools to develop their skills as writers
- Developed good relationships with co-workers to communicate effectively and help each other out in times of need
- Helped initiate change in policy around student work hours and organization of project process
- Demonstrated good customer service while at the front desk, created schedules, planned events, and balanced requests from co-workers while prioritizing our clients

Kids Klub Worker

LA Fitness, Montclair, CA (Summer 2017)

- Worked with a coworker to ensure the safety and happiness of children in the daycare, often up to 20 kids between two adults.
- Entertained kids from 6 months to 12 years of age with games, toys, drawing, or TV
- Problem solved conflicts in the moment between kids

Assistant Office Administrator

Brite Psychological Services, Brea, CA (Summer 2016)

- Multitasked in scheduling, taking payments, calling potential and current clients and often their insurance providers
- Kept desktop, emails, patients' files, and office supplies at the front desk organized
- Demonstrated excellent written and verbal communication skills when working with mentally ill patients