

**Name**

Address

Phone

[E-mail@email.com](mailto:E-mail@email.com)

**CAREER SUMMARY**

Graphic Design student knowledgeable in branding, packaging and web development. Excellent computer and customer service skills. Ability to work well with others or individually. Focused, reliable and energetic individual with positive, can-do attitude.

**EDUCATION**

**Cuyahoga Community College Western Campus, Parma, OH**

Currently pursuing Associate of Applied Business Degree in Graphic Design

Expect to graduate Spring 2014

**Delaney Area Career Center, Delaney, OH**

Information Technology Academy Program

Interactive Media Certificate

**COURSEWORK AND TECHNICAL SKILLS**

- Adobe Photoshop
- Adobe Dreamweaver
- Graphic Design Fundamentals
- Interactive Multimedia
- Adobe Illustrator
- Adobe Flash
- Digital Media Design
- Project Management
- Adobe InDesign
- Adobe Fireworks
- Web Design
- Technical Writing

**EMPLOYMENT HISTORY**

**Ohio School for the Deaf-Technology Department, Marietta, OH**

**2007-2010**

**Technology Support/Graphic Designer**

Designed advertising posters for campus events. Worked with staff technicians to clean up computer memory and reformat hard drives and installed new programs when needed.

- Promptly responded to work order requests to limit users' downtime and increase productivity.
- Assisted with development of new website for the school.
- Helped with solving general network issues within campus.
- Addressed and handled technical issues promptly and thoroughly increasing customer service reputation of department at staff's direction.

**Alice Cogswell Centers, Columbus, OH**

**2006-2007**

**Child Care Provider/Cleaner**

Provided care for 40-50 children aged two to four years old in campus day care center after school program. Supervised children during play time, led storytelling and other activities until parent pick up time. Cleaned and prepared center at the close of each day, ensuring area was safe and sanitary.

- Developed and implemented new learning activities, and incorporated into curriculum

**Ohio School for the Deaf, Jonesboro, IN**

**2004-2006**

**Cafeteria Worker**

Assisted with on-campus cafeteria duties. Restocked and rearranged with food items. Cleaned dining room off tables, mopped floor and taking dishes to kitchen for cleaning.