



Creative and passionate self-starter with project management background who cares deeply about the professional development of herself and her team. Seeking a position with a diverse and inclusive organization that inspires her both on and off the clock.

QUALIFICATIONS



- * Extensive experience with Adobe Creative Suite
- * Managerial experience in high pressure, fast-moving work environments
- * Strong background of asset management with proven attention to detail
- * Prolific illustrator, working in a variety of real and electronic media
- * Communication with vendors, teammates, and clients on complicated projects
- * Self starter with ability to multi-task under tight deadlines
- * Digital art and design experience for diverse audiences
- * Strong written and oral communication skills

WORK EXPERIENCE

2001 - present

FREELANCE ILLUSTRATION AND LOGO DESIGN

Stand-alone illustrations to client specifications, logo design for small business and personal use, comic creation and printing

2024

OFFICE MANAGER, CALVARY LUTHERAN CHURCH

Responsible for all communications including email marketing, social media, print brochures, bulletins, fliers. Bookkeeping and all financials, HR tasks, customer service.

2022 - present

PERSONAL AIDE, STATE OF WASHINGTON

Caretaker for a disabled individual. Assist in coordination of appointments, medication management, protection of confidential medical information. Handle physical tasks such as housework, personal care, and grooming.

2014 - 2022

VARIOUS MANAGERIAL POSITIONS, MICHAELS,

Goshen IN, Assistant store management responsibilities including onboarding and HR. Inventory control and sets. Framing management including production, quality control, asset management. Customer service



EDUCATION



Bachelor of Arts

Fine Art and Graphic Design Emphasis
INDIANA UNIVERSITY
Bloomington, IN

Associate

Graphic Design
IVY TECH COMMUNITY COLLEGE
Evansville, IN