



Contact Information

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Education

Bachelor of Science in Visual Communication Design,
Marketing Minor
Stevenson University, Stevenson, MD
Graduation date: May 2017
GPA: 3.6/4.0 Deans List: Fall 2013 – Spring 2016

Honors/Awards

The National Society of Leadership and Success
Fall 2014–present

- ◆ Member of a society that focuses on building leadership skills.
- ◆ Requires good academic standing with Stevenson University

Art Portfolio Display
Summer 2014

- ◆ Freshman portfolio chosen to be on display at Stevenson of about 25 students to be displayed throughout the summer

Interests

- ◆ Painting
- ◆ Silk/Fabric Painting
- ◆ Reading
- ◆ Photography (DSLR Cameras)
- ◆ Blogging (Wordpress)
- ◆ Printmaking (screenprinting)

Related Work Experience

Design and Social Media Intern, Grilled Cheese and Co,
Catonsville MD
July 2016–Present

- ◆ Generate text and imagery for social media platforms
- ◆ Research social media trends to create relevant posts

Marketing Intern, Grady Wright and Associates Inc., Glen
Burnie MD
May 2015–August 2015

- ◆ Planned and performed marketing campaigns s/a designing postcards, promotional bracelets, research of our target market.
- ◆ Reviewed and added to an operations manual of office protocol in a word document.
- ◆ Used Hoot-suite to post on social media
- ◆ Gathered and organized information and photos for market research, blog posts and emails
- ◆ Used programs such as Wix, Canva, Constant Contact, Hoot-suite, and PicMonkey.

Work Experience

Office Assistant, Hebron Association, Silver Spring MD
May 2015–August 2015

- ◆ Created business cards
- ◆ Created organizational plans for the non-profit organization and executed them
- ◆ Input data into Microsoft Access and Excel
- ◆ Answered phone calls and contacted other employees as needed

Fine Jewelry Sales Associate, Sears, Glen Burnie MD
May 2014–August 2014

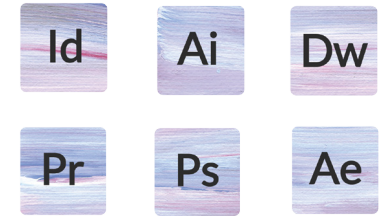
- ◆ Gained knowledge of various watches, metals and stones through an on-line training software.
- ◆ Displayed merchandise in a clean and organized way, navigated through an on-line repair service, called and received calls from customers, and worked with fellow associates to complete store goals.

Sales Associate, Michaels, Glen Burnie MD

- ◆ June 2013–August 2013
Worked with other team members to provide excellent customer service, helped open and close the store, answered customer's questions face to face as well as over the phone.

Skills

- ◆ Adobe Creative Cloud
- ◆ Microsoft Word
- ◆ Microsoft Powerpoint
- ◆ Microsoft Excel
- ◆ HTML5 /CSS3
- ◆ Constant Contact
- ◆ Hootsuite
- ◆ Canva



Extracurricular Activities

AIGA (Professional Association for Design), Stevenson
University
Spring 2016–Present

- ◆ Serve as the Publicity chair since Fall 2016
- ◆ Create flyers
- ◆ Update social media platforms
- ◆ Help organize, plan and set-up at least three events a semester

English Club, Stevenson University
Spring 2015–Present

- ◆ Create flyers
- ◆ Serve as the Public Relations officer since Fall 2015
- ◆ Help organize community service events (book drives)
- ◆ Plan and set up about 6 events a semester

Greenshirt, Stevenson University
Summer 2015

- ◆ Volunteered to coordinate and facilitate new student orientation and other community building events and activities for incoming 2015 students

Mustang Movers, Stevenson University
August 2014 & August 2016

- ◆ Volunteered to help freshmen move onto campus

