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Education

The Ohio State University
Degree: Bachelors of Art

Columbus State Community College
Degree: Associate of Art

Columbus State Community College
Degree: Web Developer Anticipated Graduation Fall 2018
Degree: Software Developer Anticipated Graduation Fall 2018
Degree: Architectural CAD Drafting Certificate Anticipated Graduation Fall 2017

Experience

PC Engineers Columbus Ohio
MEP AutoCAD Drafter Assistant May 2017 - Present

- Convert and set up incoming plans to company standards.
- Assist with the design of electrical, mechanical and plumbing plans for Residential, Commercial and Industrial architect drawings.
- Create technical drawings of utility equipment.
- Create tutorials and how-to standards documentation.
- Design and maintained company website with media and projects.
- Create Commercial and Residential energy code profiles for state compliance.

EatNGage Columbus Ohio
Freelance Graphic Designer February 2017 - March 2017

- Two month contract.
- 99Designs contest winner of double sided business card.
- Researched Company website and competitors for design inspiration.
- Submitted 7 designs with mockups for viewing and critique.
- Submitted finalized work with added variable data and correct print formatting.

Skills

Software:

Adobe CS
Acrobat
Dreamweaver
Illustrator
InDesign
Lightroom
Photoshop
AutoCAD
Bluebeam Revu

Print:

Brochures
Newsletters
Logos
Business
Cards
Posters
Post Cards
Stationery
Binding

Photography:

Black & White
Color
Restoration

Web Design:

CSS
HTML

Code:

Visual Logic
Visual Basic

Experience

Interfax
Freelance Graphic Designer

Columbus Ohio
January 2017 - February 2017

- Two month contract.
- Design a double sided business card.
- Researched Company website and competitors for design inspiration.
- Submitted 7 designs with mockups for critique and modification.
- Submitted finalized work with added variable data and correct print formatting.

Office Depot - Office Max
Design and Print Specialist

Columbus, Ohio
October 2015 - October 2016

- Designed creative marketing solutions utilizing a wide range of digital and print media platforms, ensuring consistency in a client's corporate and promotional brands.
- Conceived and executed multiple orders within a working day and concisely present finalized ideas and printed material to clients, within the same working day.

Kroger Marketplace Graceland
Scan Coordinator: Advertising and Data Integrity

Columbus, Ohio
January 2015 – January 2017

- Created documentation and training packet for File Clerk position.
- Trained over 20 new and existing file clerks within the company on sign standards and best practices.
- Designed marketing materials such as brochures, bag stuffers and flyers for in store held events.
- Interact with corporate marketing and development teams to ensure advertising displays are accurate to promote sales.

Assistant Store Recruiter

January 2014– September 2016

- Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- Provide application information; helping with form completion; verifying submission; notifying employees of approvals.
- Provide orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining benefit programs.

Store Clerk/Cashier

August 2008– January 2014

- Assist with general store maintenance.
- Assist with stocking shelves, ordering stock and other department duties.
- Assist with customer service related duties offering assistance, answer questions and cashier.