

S U M M A R Y O F Q U A L I F I C A T I O N S

Education

- **Brownell-Talbot High School**
- **Metropolitan Community College**
 - Associate of Applied Science in Graphic Communication Arts (GCA)
- **University of Nebraska at Omaha**
 - Bachelor of Science in Studio Arts with an emphasis in Graphic Design
- **Dale Carnegie Graduate**, Effective Communications and Human Relations, April 2011
- **University of Nebraska at Omaha**
 - Bachelor of Science in Communications with a concentration in Public Relations-Advertising

Computer Skills

- Eight years professional Graphic Design experience utilizing Adobe CS through CS7 (Illustrator, InDesign, Photoshop, Dreamweaver, Fireworks and Acrobat Pro)
- Microsoft Office 2010 (Word, Excel, PowerPoint, Outlook and Visio)
- HTML and XHTML-CSS; Content Management Systems (CMS) and image optimization for
- Strong research skills via, the Internet, vendors and business networks

Communication and Management

- Strong communication and effective management skills
- Solid track record of simultaneously organizing multiple complex projects in fast-paced environment
- Ensures high productivity with the ability to maintain quality standards while performing under high-pressured situations with deadlines
- Connects and relates well with customers, co-workers and management
- Trained in AP Style writing

E M P L O Y M E N T E X P E R I E N C E

Quality Assurance Technician

American Laboratories Inc. - Omaha, NE, November 2015 to Present

- Performs and documents calibration of equipment
- Inspects raw materials upon receipt, approve sampling and coordinate laboratory testing
- Inspect production rooms and equipment for cleanliness and monitor sanitation practices
- Composes and reviews technical documentation, including but not limited to: Manufacturing Instructions (MI), Standard Operating Procedures (SOP), and Product Specifications
- Assures adherence to company SOPs, USDA (United States Department of Agriculture) and FDA (Food and Drug Administration) regulations
- Performs environmental, Food Contact Surface, Finished Products and including sampling and swabbing of equipment

Administrative Marketing Assistant

Advance Services Inc. - Omaha, NE, January 2015 to September 2015

- Wrote, edited and proofread copy for press releases, flyers, social media and job postings
- Oversaw all social media activity throughout the company including boosted ads, posting of jobs, events and sharing of industry news
- Created marketing materials utilizing Adobe Creative Cloud Software

Administrative Support / Communications Coordinator

Hyatt Hotels and Resorts - Corporate Sales Training - Omaha, NE, April 2013 to December 2014 (21-month Contract Position)

- Collaborated with other marketing team members to develop content, communication strategies and campaigns through print, email and other digital channels
- Maintained assigned sections of department's internal and external websites. This included uploading images, loading accurate course information and approving access for approved users
- Was responsible for coordinating, designing and redesigning needed material for Sales Training sessions
- Printed and prepared documents onsite, which includes cutting, folding, 3-hole punching and placing necessary items into envelopes

Freelance Graphic Designer

American Laboratories Inc. - Omaha, NE, March 2007 to Present

- Developed visual brand standards giving the company an internally recognized look Assist marketing team with development of marketing strategies and campaigns
- Use Adobe CS4 to design all of the marketing collateral, while maintaining branding standards

EMPLOYMENT EXPERIENCE *(Continued)*

Sales Support / Graphic Support

Continuum Worldwide, A Mutual of Omaha Company - Omaha, NE, June 2009 to February 2012

- Worked directly with account managers and clients to have pre-press work approved and ready for printing while providing final layouts for the production manager
- Utilized Adobe CS5 software to produce original marketing material while following branding standards when necessary
- Provided instructions for the assembling of final layouts for printer
- Served as a backup to productions managers for small format printing, this included printing, cutting, folding and binding of documents along with using the proper paper size, finish and weight
- Scanned, copied and stored physical and digital files

Graphic Designer

Militti Sales - Omaha, NE, January 2008 to May 2009

- Developed all product marketing collateral using Adobe CS and digital photography, this included company website maintenance as well as optimizing images for Web and email distribution
- Company showed 20% growth during my employment

Email Coordinator

AmeriCAL - Omaha, NE, June 2007 to January 2008

- Reviewed incoming art files before they were sent to the printer
- Managed all incoming and outgoing emails pertaining to client supplied digital files
- Oversaw print/proof delivery for client approval

VOLUNTEERING EXPERIENCE

American Advertising Federation (AAF) Omaha – Public Service Campaigns

- **2015** graphic designer for the redevelopment of www.heartlandhopemission.org

ACTIVITIES AND INTERESTS

- **Current member of USTA** (United States Tennis Association). Active player for 25 years
- **Metro Classic Hockey League** (MCHL) player since 2006 and current player for the **Omaha Pirates Hockey Club**
- **Mutual of Omaha Toastmasters Club** member 2011-2012
- **Tangier Shrine** member since 2009