**EDUCATION**
Southeast Missouri State University, Cape Girardeau, MO
*Bachelor of Science in Industrial and Engineering Technology*  Major: Computer & Multimedia Graphics Minor: Integrated Marketing Communications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Graphic Design Programs** * Adobe Illustrator
* Adobe Photoshop
* Adobe InDesign
 |  **Microsoft Office** * Word
* Excel
* PowerPoint
 |  **Other*** Constant Contact
* HootSuite
* Social media sites
 |  |  |

**COMPUTER SKILLS**
**EXPERIENCE
Marketing Director,** Tabani Realty, Addison, TX February 2017-Present

* Design graphics and marketing materials for commercial real estate listing promotions
* Manage listings across all major real estate listing platforms and contact leads
* Social media management, create/schedule postings, create email blasts
* Create offering memorandums/flyers with research, customize pages, maps, images, etc.
* General assistance to broker

**Graphic Designer/Production Artist,** Artworks Commerical Graphics, Irving, TX May 2016-Dec 2016

* Design promotional and marketing pieces for new and existing clients
* Update previous pieces with new information, such as signage, menus, banners, etc.
* Design and create layouts for vehicle wraps: full and partial wraps or decals only
* Logo design

**Office Manager,** Europa Designs, Dallas, TXApril 2013-May 2016

* Accounts Receivable, Invoicing – using QuickBooks
* Designer: website, web content, and promotional pieces
* Preparation and shipment of customer orders
* Experience with tradeshows—setting up/taking down, sales, and customer service

**HR/Accounts Receivable Office Assistant**, Sears, Cape Girardeau, MO June 2006‐Oct 2012

* Delivered new employee orientation presentations
* Audited cash register accounts to determine overages/shortages ensuring accurate balance
* Processed daily deposits, accounts payable, and new employee paperwork

**Medical Records Receptionist**, St. Francis Medical Center, Cape Girardeau, MO July 2009‐Sept. 2010

* Coordinated patient information through multiple doctors’ offices and facilities
* Maintained confidentiality of patient charts while preparing daily reports for multiple departments

**Graphic Design/Product Development Intern** ‐ Heelys, Dallas, TX Summer 2008

* Designed graphics for product development with use of templates through Illustrator
* Collaborated with designers to implement color pallet and material choices in product design
* Researched upcoming trends and competition to contribute concepts to F/W 2009 Collection
* Coordinated Excel spreadsheet to track trends for multiple product lines