**EDUCATION**  
Southeast Missouri State University, Cape Girardeau, MO  
*Bachelor of Science in Industrial and Engineering Technology*  Graduation: May 2012Major: Computer & Multimedia Graphics Minor: Integrated Marketing Communications

|  |  |  |  |
| --- | --- | --- | --- |
| **Graphic Design Programs**   * Adobe Illustrator * Adobe Photoshop * Adobe InDesign | **3D Design Programs**   * Maya | **Website Design**   * Adobe Dreamweaver | **Microsoft Office**   * Word * Excel * PowerPoint |

**COMPUTER SKILLS**  
**EXPERIENCE   
  
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
* Promoted from Customer Service Representative after one year of service.

**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

Please visit my website for my portfolio and additional information: [www.shelbystyles.com](http://www.shelbystyles.com)