

Skills:

- Proficient in Adobe Creative Cloud programs: Photoshop, InDesign and Illustrator
- Experienced in all Windows operating systems and Microsoft Word and Excel
- Portrait retouching/ restoration, Logo Design, Magazine, Brochure, and Form layouts.

Strengths:

- Experienced with digital and traditional art materials
- Efficient managing time; work equally well independently and in a team
- Organized and adept at using analytical skills
- Excellent ability to complete multiple tasks efficiently and correctly

Education:

<i>Black Hawk College</i>	Current GPA 3.15	<i>Moline, Illinois</i>
<i>Associate of Applied Science – Visual Communications</i>		Anticipated May 2017
<i>Art Technology Certificate</i>		Anticipated May 2017
<i>General Studies – Emergency Medical Services</i>		Sept. 2006 to May 2008
<i>Coursework in Pre-Engineering</i>		Sept. 2003 to May 2005

Employment:

Lead Water Restoration Technician Sept. 2009 to Jan. 2014
ServiceMaster by Blaze Moline, Illinois

- Sketched damaged structures for insurance and repair purposes
- Responded 24 hours a day; on-call
- Acted as crew leader; managed 2 – 3 employees at a time
- Provided customer relations to both public and clients

Emergency Medical Technician Dec. 2007 to Sept. 2009
Swedish Steel Corporation (SSAB) Blue Grass, Iowa

- Responded to medical emergencies within the company in a timely manner
- Monitored security systems and visitor and vendor access to the plant
- Wrote reports and maintained records in company computer system
- Performed office procedures, as needed, including scheduling employees for each shift, faxing correspondence and managing bi-weekly payroll

Day Manager Apr. 2003 to Dec. 2007
Stashu & Sons Moline, Illinois

- Provided customer service to repeat and new customers in a restaurant setting
- Managed 2 – 3 employees per shift

Crew Member March 2006 to October 2006
New Image Landscape Bettendorf, Iowa

- Landscaped residential homes according to plans and sketches
- Utilized knowledge of plants and landscaping materials to create aesthetically pleasing properties