

## EDUCATION

» » » Longwood University - Farmville, Virginia • Bachelor of Fine Arts, May 2010 • Concentration in Graphic Design

## EXPERIENCE

» » » Freelance Graphic Designer January 2010 through Present  
Multiple Clients Virginia

Worked on a variety of design projects including web graphics, flyers, logos/branding, screen print shirt designs and vinyl graphics.

» » » Reconditioning Associate II November 2011 through Present  
CarMax Fredericksburg, Virginia

Working as part of a reconditioning team I was responsible for ensuring the delivery of quality products by following standardized work. I have had continual development of communication skills through interaction with customers, vendors and other CarMax associates. I was able to show leadership through helping organize and heading up group meetings, training of new associates and group training of company cosmetic standards. In 2012 I was part of the team responsible for writing new standardized work for an automotive detail production line and again in 2014 with new changes. I am proficient in using specialized computer software to control store inventory and allocating labor as needed for vehicles in the stores system.

» » » Kitchen Worker / Cook / Caterer January 2004 through July 2013  
Hickory Notch Grill Maidens, Virginia

While working in a fast paced environment I solved problems quickly as part of an entire restaurant team to ensure the quick delivery of quality food. I worked various shifts including opening the restaurant which involved setting up the kitchen, prepping all required food for the day and ensuring the restaurant opened to the public in a timely manner. Closing involved breaking down all parts of the kitchen, putting away food and cleaning the entire restaurant while following all health code standards to ensure safety for our customers. I was in charge of training multiple new employees to understand the kitchen processes including prep work, cooking and cleaning. Outside of the kitchen I had interaction with customers through catering for private and corporate events. While working at the restaurant I also assisted in the redesign and printing of new business cards and menus.

## SOFTWARE KNOWLEDGE / SKILLS

» » » Adobe Illustrator ( CS5 ) • Adobe Photoshop ( CS5 ) • Adobe InDesign ( CS5 ) • Adobe Dreamweaver ( CS5 )  
Microsoft Office Suite • Mac and Windows OS ( Mac Preference ) • Basic HTML and Web Coding • Photography