



#### **Contact Information**

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### **Interests**



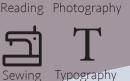






Painting Illustration







Games

**Education** 

Community College of Allegheny County // Pittsburgh, PA Associate of Science // Graphic Communications Spring 2021 - Spring 2022

Fairmont State University / / Fairmont, WV Bachelor of Arts // Studio Art with a Concentration in 2D Design Fall 2012 - Spring 2017

## **Experience**

# **AccountStaff** // Temorary Contract Worker January 2023 - Present

Erie Insurence // Claims Support - Mail room duties, Sorting batching medical bills, and confirming claim numbers, before scanning them into the online system - Contract concluded

# Awards & More // Graphic Designer May 2022 - December 2022

- Creation of designs for trophy plates, award plaques, memorials,
- Use of a Trotec Laser Printer to engrave metal, plastic, glass, acrylic, wood, ceramic or leather
- Use of a heat press to sublimate metals or sticker adhesives
- Application of crafting knowledge to assist with assembly of trophies and awards

## **Giant Eagle/Market District** // Front End Coordinator March 2011 - June 2022

- Assist Team Leader with delegating work assignments, directing flow of guests and controlling department costs
- Give direction and work assignments to front end team members to ensure efficient operation of the business.
- Monitor and audit cash control procedures for cash registers, self-checkout registers and change tills.
- Resolve customer questions and concerns.

# **Animal Friends** // Administrative Assistant July 2021 - May 2022

Answering and forwarding of calls and emails to the appropriate people or departments

#### Skills

Ai	Adobe Illustrator
Ps	Adobe Photoshop
ID	Adobe InDesign
	CorelDRAW

#### **Awards**

**2021** Meshanko Memorial Scholarship Fund for Community Collage of Allegheny County

2021 Dean's List: Community Collage of Allegheny County

2016 Blanche Kinney Fine Arts Scholarship

**2016** WV Higher Education Assistance for Part-Time Students Grant

**2015** Dean's List: Fairmont State University

2014 Blanche Kinney Fine Arts Scholarship

**2013** President's List: Fairmont State University

2013 Dean's List: Fairmont State University