

MARKETING-COMM02

EDUCATION

Bachelor of Science, Communications • Indiana University East, Richmond, IN [projected graduation 2010]
Biology, business, culture, marketing, psychology, research, sociology, writing [business, professional, technical]

Associate of Applied Science, Visual Communications – Graphic Design • Ivy Tech State College, Columbus, IN
Computer graphics, electronic illustration, electronic imaging, focus-group research, graphic design, team projects

EXPERIENCE

Graphic Design Internship, Office of Communications and Marketing • Indiana University East, Fall Semester 2009

- Work with marketing staff
- Contribute to visual design solutions
- Traditional print and electronic media
- Photoshop solutions for home-page and athletic-page photographs
- Prepare photographs for electronic media

Graphic Design, Independent • CLIENTS: Local, Summer and Fall 2009

- Project conceptual design
- Project digital production
- Upload files to digital printing company in California
- Various marketing solutions for clients

Medical Transcriptionist, Independent • CLIENT: Deaconess Hospital, Cincinnati, July and December 2009

- Contract negotiations
- Cost decisions
- Customer service for cardiology and radiology
- Medical report solutions using anatomy, medical terminology, and computer knowledge

Medical Transcriptionist • Deaconess Hospital, Cincinnati, December 2006 to June 2009

- Internal and external customer service
- Vendor contact in California for transcription issues
- Contributing team member for development of MS Word templates for use in SoftScript and HealthBridge
- Dictation database reports
- Medical report solutions using anatomy, medical terminology, and computer knowledge

AFFILIATIONS AND AWARDS

- American Heart Association, CPR/AED certified
- American Medical Technologists, member
- Capture Cincinnati, photo contributor
- Indiana University Alumni Association, member
- Indiana University East Alumni Association Student Scholarship Award and Dean's List
- National Association of Photoshop Professionals, member

ADDITIONAL SKILLS AND ACTIVITIES

- Adobe Creative Suite CS4 [Acrobat, Dreamweaver, Illustrator, InDesign, Photoshop] for Windows XP and iMac OS X
- American Medical Technologists, member
- Microsoft Office [Excel, PowerPoint, Word] 2007 for Windows XP and 2008 for iMac OS X
- Photo chosen to air during local morning news
- Professional development workshop for Dreamweaver CS4 and HTML
- Registered Medical Assistant with the American Medical Technologists
- Voiced on-air commercial for holiday season 2009
- Website design using Dreamweaver CS4; Yahoo! web hosting and ftp tools: www.moonflowermt.com

REFERENCES

- Upon request