

Creative designer with over 4 years experience in the management of social media, graphic design, and client communication. Posses a skill for achieving and maintaining experience through design, interpersonal relationships and a strong desire in continued growth.

EDUCATION

2012 – 2013

Master of Art - Photography

Bradley University
Graduate Assistant

2009 – 2012

Bachelor of Fine Art - Photography, Painting, Sculpture

Adrian College
Dean's List, Graduated with Honors: Cum Laude
Cumulative GPA: 3.63 Degree: May 2012
Henry Ford Community College

2008 – 2009

WORK EXPERIENCE

September 2019 –
Present

JanAire Curtains

Office Manager

- Assist customers directly with new orders, referencing previous orders, and custom jobs
- Handle the accounting including but not limited to: paying bills, running payroll, paying state sales tax, etc.
- Advertising including balancing advertisements due, designing, ordering, and printing promotional material, ads, etc.

June 2018 –
September 2019

CTI Meeting Technology

Configuration Analyst

- Work directly with Project Managers to complete configuration of sites, updates, etc
- Create, send, and update notifications/emails, accounts, reporting, and account roles
- Import data such as timelines, account roles, and customized data

May 2017 –
June 2018

Gemini Sign Products

Letter Sales Layout

- Prepare customer approved acrylic letter orders for production including updating order, adjusting sizing, etc.
- Contact customers as needed for follow-up's on orders
- Approve and move files to production

November 2016 –
May 2017

Graphic Mailbox

Designer/Shipper

- Provide customer service of individualized packaging and shipping needs
- Create custom signage through design work in Photoshop and Flexi to create high quality graphics and vinyl products

November 2015 –
October 2016

Create A Scene

Office Manager

- Succeed in website update including a complete redesign, running of blog, and revamp of online catalog
- Accomplished complete conversion and training of Rental Software
- Streamlined client interaction through new processes creating an ease of use for client

June 2014 –
October 2016

Kara Kamienski Photography

Studio Manager, Associate and Second Photographer

- Organized and nurtured company from ~30 weddings a year to ~60 weddings a year
- Cultivated associate photographer program through consistent client satisfaction
- Contributed to client communication by creation and application of bridal magazine

December 2014 –
October 2015

Shelby Photography

Office Manager

- Creation of brand identity and implementation of design on website, promotional material and social media
- Contributed through photographic sessions in posing, adjusting lighting, and photographing
- Revamped high school senior program into a senior experience including a separate design identity, website, and model program complete with incentives, giveaways and model photoshoots

March 2014 –
January 2015

Mike Boatman Photography

Assistant

- Succeeded in knowledge and understanding of proper preparation of photography equipment
- Added professionalism through adjustments of scenes being photographed

August 2012 –
January 2015

Peoria Camera Shop

Co-Assistant Manager

- Attained customer wants and needs to provide support and sales of cameras and photography equipment, in addition to photographic print orders
- Updated and created social media presence not previously maintained (Facebook, Twitter, Blog, Instagram)
- Created advertisements for the newspaper such as Black Friday ad, coupons, and class notices
- Responsible for balancing of drawer at end of day

January –
April 2014

The Children's Place

Lead/Manager on Duty

- Contributed top customer service through assisting in clothing selection, conversion program, and suggestion coordinating pieces and sales
- Designated specific duties to employees such as inventory

August 2012 –
December 2013

- stocks, floor resets, and price changes
- Upheld safety, health, and security standards

Bradley University

Graduate Assistant

- Resolved photographic department through organization and cleaning of studio spaces
- Oversaw students in individual studios, checking out of equipment, and proper use of chemicals and professional grade printers
- Completed a current inventory of equipment on file including a check out database overhaul

YMCA of Lenawee

Day Camp Counselor

- Engaged campers during a weeklong specialty camp focusing on 5 mediums of art and the importance of art/artists in the world
- Assisted in other specialty (fishing, nature) camps with enthusiasm and awareness
- Contributed to daily camps as a substitute by welcoming and engaging campers

May –
July 2012

Image Gallery

Intern

- Promoted marketing room through organization creating direct eye appeal of merchandise and easy selection of promotional booklets
- Carefully memorialized historic documents through digital archiving of material
- Create customized framing of art, and accomplish fresh designs of pieces on display

January –
August 2012

Adrian College

Managing Editor

September 2009 –
April 2012

- Contributed to newspaper as a photographer and rose through the ranks to Managing Editor
- Oversaw Section Editors with layouts, designs, and articles
- Accomplished businesses satisfaction through creation of custom advertisements

August 2011 –
April 2012

Adrian College

Teaching Assistant in Beginning Photography Courses

Negrotto's Fine Art Gallery and Custom Framing

Intern

June –
August 2011

- Designed new company layout for things such as thank you cards, key design pieces for Saturday exhibitions (name tags, bios, price lists, fliers, etc.), letter head for company documents, romance cards
- Assisted with complete inventory of current artwork housed and sold

- Provided key customer service through knowledge of individual artist, material for custom framing, and presentation of final pieces

EXHIBITIONS

- 2013 | **Alum Artist Sydney Wlodyka**, Adrian College, September 20-October 11
- 2012 | **Word Vomit**, Backspace Collective, Peoria, IL, October 5-23
- Chair-Ity Auction**, Adrian Art-A-Licious, Adrian, MI, September 21-22
- Adrian First Friday's**, Local Businesses in Adrian, MI
- Young at Heart, Image Gallery, 126 South Main, April 6-May 4
 - Swing into Spring, The Mystic Dragon, 160 East Maumee, May 4
 - A Little Bit Country, Red Paint Printing, 120 East Maumee, June 1
 - Star-Spangled Friday, Get Growing, 142 South Main, July 6
 - Community Connection, Get Growing, 142 South Main, August 3
- Ribbons of Excellence Day**, Hair Salon, Caine Student Center, Adrian, MI, April 3
- Entelechy, Adrian College Senior Exhibition**, Valade Gallery, Adrian, MI, March 5-17
- Librimorphosis**, Adrian Public Library, Adrian, MI, March 2011, 2012
- Artist Presenter on Book Art for Art Experience Student, 2011
- Sneak Peek: Samples from the Adrian College 2012 Senior Exhibition Class**, Flatlanders Gallery, Blissfield, MI, January 15-February 11
- 2011 | **Adrian College Student Juried Exhibition**, Valade Gallery, Adrian, MI, 2010, 2011
- The Art of Italy and France Exhibition**, Studio Angelico, Siena Heights University, Adrian, MI, August
- Professor Horner Photography Lecture Series**, Adrian College, Adrian, MI, Fall
- Saturday's at Negrotto's Gallery**, Negrotto's Fine Art Gallery, Biloxi, MS, July 23-29
- Adrian College Up and Coming Student Art Exhibition**, Mahan Hall, Adrian, MI, March 2010, March 2011
- Solo Exhibition**, Heritage Room Gallery, Adrian College, Adrian, MI, March-April
- 2010 | **Michigan Small Colleges Art Exhibition**, Bobbitt Visual Art Center, Albion College, Albion, MI, February
- 2009 | **In, On, Around, About a Box Exhibition**, Shipman Library, Adrian College, Adrian, MI, August

AWARDS

- 2012 | **Graduate Assistantship**, Full Time, Fall 2012 – Fall 2013
- 2011 | **Merit Award**, Adrian College Student Juried Exhibition, Valade Gallery, Adrian, MI
- 2010 | **Outstanding Underclassman Artist**, Adrian College, 2010-2011
- Dean's List**, Fall 2010, Spring 2011, Fall 2011, Spring 2012, Spring 2013

- 2009 | 4th Place for **In, On, Around, About a Box Exhibition**, Shipman Library, Adrian College, Adrian, MI, August
Adrian College Art Portfolio Scholarship, 2009-2012
Adrian College Colorguard Scholarship, 2009, 2011

PRESENTATIONS / ADDITIONAL EXPERIENCES

- 2013 | **Alum Prof for a Day**, Adrian College Department of Art and Design, Adrian, MI, September 17
Sydney Wlodyka: The Graduate School Experience, from applying to reality, Adrian College Department of Art and Design, Adrian, MI, September 17
Critiques with Advance Photography Students, Adrian College Department of Art and Design, Adrian, MI, September 17
- 2012 | Curator, **Made in the Midwest**, Bradley University, Peoria, IL, October
A Demonstration of Prezi by Professor Garin Horner and Senior Sydney Wlodyka, Noon Talk, Adrian College, Adrian, MI, February 20
Noon Talk: Student Initiatives, Adrian College Department of Art and Design, Adrian, MI, January 17
- 2011 | **Jerry Uelsmann**, Perception of Art course, Adrian College, October 12
Photography of Europe, Adrian College, Adrian, MI, October 19
Photographer, **Vision Builders 5K Race**, Ann Arbor, MI, September 18
Photographer, **Art-A-Licious Art & Music Festival**, Adrian, MI, September 16 & 17
Abstract Photography, Adrian College Ribbons of Excellence Day, April