

EMPLOYMENT

- **Chenega Analytic Business Solutions, LLC:** Word Processor III, Contractor
National Emergency Training Center, Emmitsburg, MD: Sep 2023–Present
Review, edit, and format documents/course materials based on Section 508 criteria for Section 508 compliance. Assist with virtual course deliveries/webinars via Adobe Connect and note taking support. Provide classroom support related to course development and delivery, including correspondence with course managers, updating course materials, and classroom maintenance. Improved the efficiency of document processing for classroom evaluations.
- **Chenega Analytic Business Solutions, LLC:** Word Processor II, Contractor
National Emergency Training Center, Emmitsburg, MD: Nov 2019–Aug 2023
Provide administrative support as needed to national-level academic partnerships and a federal research program. Review, edit, and format research reports to adhere to brand guidelines. Manage concurrent projects, timelines, and general program operations, including scheduling and note taking for meetings. Assist in the planning, coordination, and execution of four (virtual and in-person) annual Symposiums. Develop attendance rosters, after-action reports, and analyze evaluation data. Design graphics and implement a social media strategy across multiple platforms (Facebook, Twitter, LinkedIn) for the 25th Annual Symposium to establish a broader online presence and amplify program opportunities. Develop marketing outreach materials to build a strong visual identity, including a program logo, brochures, postcards, flyers, event posters, program booklets, slides, and graphics consistent with brand guidelines and standards. Create annual data reports from 26-page documents into 2-page brochures to communicate with stakeholders in a visually appealing way. Manage and operate a database to maintain accurate records of college/university programs. Perform extensive specialized reports to communicate to leadership and accurately contribute to monthly data collection documents. Correspond monthly with program stakeholders and consistently grew the College List over four years. Contributed to the Higher Education Partnerships spreadsheet, including more than 400 national level partnerships, stakeholder engagement, and data analysis.
- **Jubilee Foods:** Cashier
Emmitsburg, MD: Jun 2013–Mar 2020
Communicate and engage with customers to ensure customer satisfaction. Provide knowledge of store merchandise, assist customers in locating items, and answer phone calls. Efficiently scan customers' merchandise, assist customers in bagging their groceries, accept payment from customers, make change, and accurately complete monetary transactions. Manage and operate an electronic cash register with \$125-\$1000 inside.
- **Hirshhorn Museum and Sculpture Garden:** Exhibits and Design Intern
Washington, DC: Apr 2019–Jun 2019
Support the design, production, and installation of multiple exhibition graphics within design guidelines. Assist in the production, layout, and installation of large-scale adhesive-backed vinyl graphics, text, and corresponding artwork labels. Design and production of numerous way-finding posters and event signage. Participated in museum design, exhibition, business meetings, and note taking.
- **E Plus Graphics, Printing, & Promotions:** Graphics Assistant
Emmitsburg, MD: Jun 2017–Aug 2017
Communicate and engage with customers to ensure customer satisfaction. Provide knowledge of store merchandise and answer phone calls. Check in drop-off packages, stock, and face store merchandise. Design local business ads for the town newspaper. Assist in the production, layout, and installation of adhesive-backed vinyl graphics and text for clothing and signage.

EDUCATION

**Bachelor of Fine Arts (BFA), Art + Design,
Graphic Design Concentration**
Towson University, Towson, MD: May 2019
GPA: 3.5

AWARDS & HONORS

- **Dean's List, Towson University:**
Fall 2015–2018, Spring 2016 and 2019
- **National Society of Collegiate Scholars,
Towson University: Mar 2016–May 2019**

SKILLS & SOFTWARE

- Adobe Creative Suite (InDesign, Illustrator, Lightroom, Photoshop)
- Administrative Assistance
- Branding/Identity
- Customer Service
- Data Entry/Data Analysis
- Database Management
- Event Planning
- Graphic Design
- HTML/CSS
- Layout/Print Design
- Microsoft Office Suite (Excel, PowerPoint, Publisher, Word)
- Note Taking
- Package Design
- Photography
- Retail Sales
- Social Media (Facebook, Twitter, Instagram, LinkedIn)
- Typography

EXTRACURRICULARS

- **Frederick Social Sports Co-Ed Softball:** Team Member
Frederick, MD: Spring 2022–Present
- **Towson University Club Softball:** Team Member
Towson, MD: Spring 2016–2019
2019 Co-President: Manage daily club operations; attend weekly meetings; assist in running a club of 20 members; manage an active roster; coordinate games, practices, and team bonding events; maintain an annual inventory; coordinate 250 hours of community service per year; adhere to campus sports club policies.
2018 and 2019 Social Media Chair: Establish an up-to-date social media (Facebook, Twitter, Instagram) and website presence with game day graphics, events, and other club opportunities.
2018 Treasurer: Develop an annual budget request; manage an annual budget; collect dues; coordinate fundraising events; perform full and accurate records of all transactions and finances.
- **Intramural Softball:** Team Member
Towson, MD: Spring 2019
- **Intramural Volleyball:** Team Member
Towson, MD: Spring 2018 and 2019