



paige

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EDUCATION

Kutztown University of Pennsylvania | BFA Communication Design, Art History Minor | Kutztown, PA | May 2020

RELATED EXPERIENCE

Contract Graphic Designer | LEUNE |

November 2020 – December 2020

- Assisted the in house design department with the creation of seasonal collateral
- Reviewed and prepared files for printer

Freelance Designer | Various Clients | USA |

May 2020 – present

- Created design solutions to meet the needs of the client within the discussed timeline
- Work included asset creation, branding, invitations, and photo retouching

Curator & Design Assistant | Amos Lemon Burkhart

Foundation | Mohnton, PA | May 2020 – present

- Assisted with the ALBF on an as need basis
- Created assets for virtual shows
- Worked with photographers and videographers to capture the artists' estate

Curator & Design Intern | Amos Lemon Burkhart

Foundation | Mohnton, PA | August 2018 – May 2020

- Collected and photographed over 200 works of art and input into database
- Used knowledge of current preservation and storage methods of artwork

Personal Designer | The Michaels Companies |

Wyomissing, PA | May 2016 – October 2016

- Worked directly with clients to build a business relationship and to create a design solution for displaying their artwork
- Assembled frames in shop using preservation methods
- Created weekly sales goals for other team members in the frame shop
- Maintained workflow and handled any customer issues while the manager was away
- Trained new employees in client sales, production, and sales floor

WORK EXPERIENCE

Interim Customer Experience Manager | The

Michaels Companies | Wyomissing, PA | November

2020 – January 2020

- Ran truck unload process to ensure it was completed on time
- Counted and wrote deposits and ensured they were ready for the bank

Interim Customer Experience Manager | The

Michaels Companies | Wyomissing, PA | December

2019 – March 2020

- Opened and closed the store
- Managed the front end and classroom events
- Ensured customers had great experience and answered customer questions

Customer Experience Associate | The Michaels

Companies | Wyomissing, PA | December 2015 –

Present

- Cross trained in all departments
- Complete assigned tasks by supervisor and delegate as needed
- Assist customers to ensure they had a satisfactory experience
- Train new hires to the sales floor and assist them with their role

VOLUNTEER EXPERIENCE

Designer | KUCD Designathon | Kutztown, PA |

March 2019

- Designathon is an annual 24-hour event where students volunteer to produce professional design solutions for local nonprofit organizations
- Work with the client, Sixth Street Shelter and two team members to design an updated brochure for the client

AWARDS AND HONORS

- Dean's List | 2015 Fall | 2016 Spring | 2019 Spring | 2019 Fall | May 2020
- Custom Framing Design Challenge winner | Michaels Stores | January 2019
- Ace Award for Outstanding Customer Service | The Michaels Companies | May 2016 | June 2017 | December 2018 | February 2020

INVOLVEMENT

National AIGA Member | 2018 – Present

Kutztown AIGA Chapter Member | 2018 – 2020

TECHNICAL SKILLS

- Proficient in Adobe Xd, Illustrator, Bridge & InDesign
- Intermediate in Adobe Photoshop & AfterEffects
- Proficient in digital photography
- Proficient in html/css

SOFT SKILLS

- Proficient in direct client interaction
- Advanced in presenting