

# Rebecca Allen

Graphic Designer

**Name:** Rebecca Allen  
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## ABOUT

Highly creative and passionate Graphic Designer with 8 years of experience creating digital and print content. Strong Adobe Creative Suite skills with a vast understanding of digital and print media, graphic and website design, and video production. Perceptive and tactful leader able to motivate a team to success and skilled in conveying written and oral information. Active listener proficient at resolving challenging problems efficiently. Resourceful and hardworking with the know-how to find the right resources to complete projects that exceed customer expectations.

## SKILLS

- Adaptability
- Customer Service
- Deadline Driven
- Digital and Print Content
- Digital Photography
- Familiar with HTML, CSS
- Page Layout Design
- Presentation Design
- Teamwork and Collaboration
- Video Editing and Production
- Website Design
- Written and Oral Communication

## PROFESSIONAL EXPERIENCE

**Freelance Graphic Designer | Photographer** **8/2012 - 11/2019**  
*Trinity Health Senior Communities - Bellbrook - Rochester Hills, MI*

- Design, layout and produce print materials, brochures, newsletters, handbooks, photo pages, flyers and signs for over 250 projects.
- Work with non-profit clients to understand requirements and obtain approval of concepts to provide exceptional creative products.
- Photograph high-quality images of large signature events for up to 500 attendees for digital and print use.

**Data Entry Operator** **01/2015 - 01/2019**  
*Wright Tool Company - Warren, MI*

- Developed redesign proposal for new company website.
- Performed order verification including compiling, sorting, and confirming the accuracy of confidential military contract data to complete up to 150 orders daily.
- Efficiently and effectively communicated with teammates and Warehouse Supervisors to verify the accuracy of shipment data.
- Resolved complicated problems using excellent judgment and decision-making skills to verify order data.

**Communication Internship** **01/2015 - 05/2015**  
*Extreme Response International - Troy, MI*

- Launched the Extreme Response Pinterest account.
- Brainstormed social media strategies.
- Created informative and educational posts for client's Pinterest account.
- Drafted and managed social media designs to promote company brand, image and values.
- Preserved brand integrity by monitoring consistency and quality of marketing content.

## EDUCATION

**Bachelor of Science Degree in Mass Communication and Digital Media** **09/2014 - 04/2017**  
*Rochester University*  
Rochester Hills, MI

**Digital Media Diploma** **09/2013 - 09/2014**  
*Specs Howard School of Media Arts*  
Farmington Hills, MI

**Visual Communication Certificate** **10/2012 - 05/2013**  
*University of Phoenix*  
Phoenix, AZ

## PROGRAMS

- Adobe After Effects
- Adobe InDesign
- Adobe Muse
- Adobe Premiere
- Adobe Photoshop
- Apple Keynote
- Apple Numbers
- Apple Pages
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word