**SUMMARY**:

Technical Sourcing Specialist, Jr. Recruiter, Graphic Designer, and Production Artist within several industries. Experienced in creating, developing, and preparing digital art files for production in apparel, signage, web, and print in a cost-effective and efficient way. Experienced in professional networking via several avenues and sourcing for talent in both conventional and unconventional ways, giving optimal reach and selection.

**RECENT EXPERIENCE**

**MOORE COUNTY SCHOOLS** ╿ Jan. 2017 - Jul. 2017

**Moore County, NC** - On-Call *Substitute Teacher*

**Description**: Substitute Teaching for grades Pre-K through Elementary school, following lesson plans, assisting children with tasks, and working with other faculty and staff to resolve issues.

**VOLT WORKFORCE SOLUTIONS** ╿ Sep. 2015 - Jan. 2017

**Raleigh RDC Branch, NC** - Full Time *Technical Sourcing Specialist*

**Description**: Sourcing candidates for consideration of employment based on the client job description and required qualifications. Conducting prescreening phone interviews, writing proposals, following-up with candidates and management, conducting reference checks, keeping records in candidate profiles, assisting in resume enhancement and writing, using internal sourcing tools and social media to find candidates, scheduling interviews, and some data entry.

**SKILL SETS**:

**SPECIAL SKILLS**:  
● Leading / Directing / Managing ● Independent Research ● Client Interviews ● Assessing Skills ●   
Assessing Situations ● Problem Solving ● Time Management ● File Management ● Registration ●   
Presentation ● Call Center – outbound ● Marketing and Retailing ● Staffing ● Phone Interviews ● Conducting Reference Checks ● Use of Social Media for Networking and Sourcing ● Data Entry  
  
**GRAPHIC DESIGN**:

● Adobe Photoshop ● Adobe Illustrator ● Adobe InDesign ● Print Collateral ● Packaging / Labeling ● RIP Software ● Corel Draw ● Reader’s Spreads ● Printer’s Spreads ● Layout Design ● Brand and Identity ● Logo Development ● Marketing Collateral ● Google Docs  
   
**CREATIVE SKILLS**:  
● Copywriting ● Creative Writing ● Writing Proposals ● Storyboarding ● Character Concept ● Color Separations ● Drawing/Sketching ● Tech. Illustration ● Marker Illustration ● Watercolor Painting ●   
Photography and Image Manipulation ● Developing Assets ● Microsoft Word / Excel  
   
**MULTIMEDIA**:   
● Adobe Premiere ● Adobe Dreamweaver ● Web Design ● Basic HTML5 ● Basic CSS ● Microsoft Powerpoint  
  
**PREVIOUS SOFTWARE EXPERIENCE**:  
● Autodesk Maya ● Adobe After Effects ● Sony Sound Forge ● Sony Video Vegas ● Tajima DG/ML ●   
Flexisign Pro

**EDUCATION:**

Aug. 2017 - Present | BFA Art Education  
**Appalachian State University**• Reich College of Education

Apr. 2011 - Dec. 2014 | AAS Advertising & Graphic Design  
**Randolph Community in Asheboro, NC**• Phi Theta Kappa Honor Society Member  
• All-USA Community College Academic Team  
   
May 2003 - Dec. 2004 | AAS in Digital Arts & Animation  
**Living Arts College in Raleigh, NC**• Graduated with Honors  
• Successfully lead several team project

**GRAPHIC DESIGN INTERNSHIP:**

Aug. – Dec. 2014 | Purple Cow Creative Agency  
Kernersville, NC 27284  
Supervisor: Ada Carolyn Cabanillas (704) 819-4559 | ada\_cabanillas@yahoo.com  
- Interviewed clients to assess their needs and conducted independent market and industry research  
- Created and recreated logos, icons, and graphic design elements  
- Designed layouts for print collateral and websites \*no coding

- Sourced royalty free content for web advertisement on social media

**COMPLETE WORK HISTORY:**

Volt Workforce Solutions, Raleigh, NC, Sept. 2015 – Jan. 2017, Technical Sourcing Specialist (Recruiter)  
CVS Pharmacy, Asheboro, NC, Oct. – Dec. 2014, Cashier  
Purple Cow Creative Inc., Kernersville, NC, August – December 2014, Graphic Design Intern  
Brisco Apparel, Ramseur, NC, Jan. 15, 2008 – July 29, 2010, Prod. Artist  
Pinehurst Auto Group, Southern Pines, NC, Sept. 2007 – Jan. 2008, Auto Sales  
Classic Signs, West End, NC, Sept. 2007 – Sept. 2007, Graphic Artist/Sign Maker  
Parish Signs & Service, Raeford, NC, May 2006 - May 2007, Graphic Artist  
1895 Grille, Pinehurst, NC, October 5, 2005 - May 2006, Hostess  
Eckerd Drugs, Pinehurst, NC, April 14, 2005 - May 2006, Cashier  
Kerr Drugs, Wakefield, NC, August Dec 2004, Pharmacy Assistant  
EB Games, Raleigh, NC, Dec. 2003 - Jan. 2004, Seasonal Stocker  
Hardees', Aberdeen, NC, Summer 2000, Cashier  
  
**MOST RECENT VOLUNTARY AND FREELANCE HISTORY:**

Wizard of Oz graphics, Generations Theater Company, Junction City, OR, Sept. 2017 – Present

Custom character marker illustrations, Raleigh, NC, Apr. 2016 – Dec. 2016  
Custom Birthday Typography Infographic, May 2016 – Dec. 2016  
ADARE Soccer, Web graphics for Facebook marketing, Nov. 2015 – Feb. 2016  
Wizard of OZ graphics, multiple clients, Sep. 2015  
Custom Graphical Resumes, multiple clients, Jul. 2015  
Amanda Hughen, Wizard of Oz graphics, Jan. 2015  
RCC Student Nurses Association, Asheboro, NC, Branding & Identity Logo, Mar. 2014  
FBCS, Wizard of Oz graphics, Aug. 2014  
Emerald City Authors, Wizard of Oz graphics, Jul. 2014  
Randolph County Partnership for the Children, Wizard of Oz silhouettes, Feb. 2014