

↻ Alyssa A. Mehmert ↻

College Address

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Education

University of Northern Iowa
B.S. Degree in: Graphic Communications
Graduation Date: May 2009

Cedar Falls, Iowa
GPA: 3.02

Skills

- Adobe Illustrator
 - Adobe InDesign
 - Adobe Photoshop
 - Dreamweaver
 - Adobe PageMaker
 - Quark Xpress
 - Mac & PC
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Work Experience

University Museum, University of Northern Iowa, Cedar Falls, Iowa

Public Relations Assistant: Design advertising pieces like: banners, magazine ads, brochures, posters, postcards, flyers, invitations, display boards, and etc. Also take photographs for our advertising pieces and of all the events that occur at the museum. Work with area printers from requesting quotes to ordering our projects. Represent the museum at local events by promoting the exhibits. Also served on the UNI Museums Public Affairs Coordinator search committee.
May 2008 – Present.

Pioneer Communications, Inc., Grundy Center, Iowa

Internship: Assist with preparation of text and images for three full color magazines. Also work with magazine designs, layouts, and ads. Also prepare all the electronic files for printing. January 2008 – May 2008.

Northern Iowan, Cedar Falls, Iowa

Photographer: Take photographs of various types of events such as: athletic events, business events, cultural events, and etc. Also write some of the captions to go along with the photographs that are published in the paper.
October 2007 – May 2008.

Maucker Union Food Court (Prexy's), Cedar Falls, Iowa

Food Service: Set up work area for service, prepared sandwiches for customers, washed dishes, and cleaned work area after closed. Also operated the cash register and stocked food items. August 2005 - October 2007.

Staats Manufacturing, Mount Pleasant, Iowa

Production: Produced ribbons for county and state fairs. Job consisted of printing type and images on ribbons and buttons, running a stringer and eyelet machine, and packaging and shipping boxes. May 2005 - August 2007.

Pilot Grove Savings Bank, Pilot Grove, Iowa

Teller: Assisted customers with daily transactions: deposits, withdrawals, cash, and account balancing. Also sorted and filed customer's checks.
June 2003 - May 2005.

References

Available upon request.