

whitneyhall



education

University of Northern Iowa
August 2005 to Present
Expected Graduation Date • December 2008
Bachelor of Science Degree • Graphic Communications

work experience

Copyworks-Intern

- Graphic Design Assistant/Sales Associate • June 2008 to present
 - Assisted with various design jobs
 - Assisted with finishing of projects
 - Proficient in the use of all printers and software

University of Northern Iowa Admissions Office

- Receptionist/Tour Guide • September 2005 to present
 - Proficient in the use of Oracle Calendar and EMAS
 - Schedule appointments for counselors
 - Preparation and mailing of promotional material for future or incoming students

Razor's Edge

- Receptionist • September 2007 to August 2008
 - Schedule appointments
 - Cleaning tanning beds
 - Responsible for washing towels

David Bennett Agricultural Research and Consulting

- General Labor • May 2002 to August 2005
 - Assisted with corn root worm damage preparation
 - Assisted with self pollination trials
 - General office work

activities

Grafx Club • Co-President
Relay for Life

software

- CS3
- Photoshop
 - InDesign
 - Illustrator
 - Adobe Acrobat Pro
 - Dreamweaver
 - Microsoft Office