

Angela B. Lawrence

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objective:

To utilize my abilities and experience to benefit the work environment and the company as a whole.

skills:

Extensive computer experience
Proficient in Word, Excel, and Access
Intermediate knowledge of HTML, PHP, and JavaScript
Intermediate to expert knowledge of Illustrator and Photoshop
Diverse customer service experience
Impressive work ethic
Fast learner
Highly-efficient, resourceful, and organized
Works independently while maintaining team sensibility
Loyal and dependable

experience:

Coldwell Banker Beardsley & Assoc. - Burlington, WI

Office Support, Advertising - 8/05 to present (per-project basis)
Working with agents and brokers to keep the office running smoothly.
Designing, creating and implementing the new advertising image.

The Ellsworth Group - Hazel Green, WI

Web Design, Brochure Design - 2/05 to present (per-project basis)
Creating corporate identity including letterhead and business cards.
Developing web marketing strategies with email and website design.

Adventurous Wench - Mesa, AZ

Graphic Designer, Customer Service - 5/04 to 12/05, 8/06
Creating materials for advertising/marketing and streamlining customer booking and communication. Maintaining customer database, billing and invoicing customers, and handling multiple administrative tasks.

digital tuning, inc. - Phoenix, AZ

Graphic/Web Designer, Customer Service - 4/03 to 1/05
Updating and maintaining website, leading to creation and implementation of new website design. Developing marketing materials and campaigns to increase market visibility. Organizing sponsorships, trade show attendance, and cross-marketing with other industry-related companies.

education:

Art Institute of Phoenix - Phoenix, AZ

B.A. - Video Game Art & Design
Studied 2D and 3D design, color theory, and elements of game creation.

Milwaukee Area Technical College - Milwaukee, WI

A.A. - Commercial Art
Studied 2D design, layout elements, and color theory as it applies to Graphic Design.