



Kimberly Alexander • Graphic Designer

Career Objective Statement

My interests include gaining experience in advertising and print design. I enjoy working as a part of a creative team, where I can learn from other team members. My career goals include working as a junior art director and one day becoming a creative director.

Education

- The New England Institute of Art, Brookline, MA
Bachelor of Science in Graphic Design 2003 - 2006

Qualifications

As a conceptual individual with strong ideas and opinions unique to myself, I work well in collaborative environments. Also, I am very adept at working alone.

Computer Skills

- Proficient in; Adobe Illustrator, Photoshop, InDesign, QuarkXPress and Microsoft Word
- Some Experience with; Macromedia Dreamweaver, Flash, Excel and PowerPoint

Freelance Design

- Calendar Self-Mailer, Phillips Academy – September 2006
- YFEQ Newsletter Design, Phillips Academy – July - August 2006
- Andover Bulletin Design, Phillips Academy – August 2006
- Purple Book Cover Design, Phillips Academy – August 2006
- Thank You Note Card, Phillips Academy – August 2006
- Applicant File Folder, Phillips Academy – August 2006
- Study Skills Booklet Design, Phillips Academy – April - August 2006
- Reunion Pin Design, Phillips Academy – April 2006
- Logo Design for Witness Tree PR, ARM Advertising – January 2006
- Environmental Design for Brookline Arts Center, NEiA – December 2005
- Map Recolor Project, Gary Green – July 2005
- Resume Design, Gary Green – May 2005
- Wedding Photography – October 2005



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Experience | Work History

- Boston Realty Advisors, January 2007 - March 2007; Boston, MA
Responsibilities: Taking calls and miscellaneous office tasks
- CBD, Customer Service, November 2006 - January 2007; Peabody, MA
Responsibilities: Handling customer calls and account information
- Phillips Academy, March 2006 - September 2006; Andover, MA
Responsibilities: Aiding in design projects with sensitive deadlines, sitting in on client meetings, and catering to client's creative needs
- Eastern Bank Teller, May 2005 - 2006; Salem, MA
Responsibilities: Caring for personal account information, policies and procedural information and customer service
- Hobbs, Customer Service, Summer 2001 - 2004; Salem, MA
Responsibilities: Food preparation and storage, cleaning, cooking, and customer service
- Victoria's Secret Sales Representative, 2003; Danvers, MA
Responsibilities: Presenting products through creative display units, assisting customers, and cleaning up at the end of the night

References

Reference information is available on request.