

Ashley R. Preston

Graphic Design

Teamwork

Working alone or in teams for clients. Communication with clients and team members about product. Working with clients to create items to fit the clients' needs.

Proficiency In

Adobe CC



Mircosoft Office



Responsibility

Made appointments with customers to discuss progress and vision on a project. Worked with clients to create work in a way that fits their vision.

Education

Huntington Univeristy
Bachelor of Science degree
in Graphic Design
August 2020

Work Style Experience

- Personal Senior Year Projects: designing and creating a logo, style guide, and key elements of a fictional business and digital illustrations
- Posters, stickers, vinyl covers, and more designed in the Adobe Creative Suite
- Traditional illustration experience with fashion illustrations, bottle labels, and genocide awareness posters
- Participated in the AdFed Pitch of 2018 and 2019
- Design of a client's wedding invitations, RSVP's, address cards and photography in 2019
- Creation and production of signs and projects for customers by project approval
- Business cards and decal creation for client
- Parking lot metal signage, including no parking signs and business hours with vinyl on metal
- Graduation and celebration signs for birthdays of family reunions made onto coroplast yard signs
- Personal website design for portfolio and resume
- Front desk administrative work, answering phones, texts and emails, and customer questions on a daily basis
- Parsing resumes, contacting applicants for phone interviews and completing orientations for various client requirements
- Experience in drug screens, completing I9 forms, and helping associates with hiring documents

Experience

Practicum course at Huntington University, creating projects for university professors. FASTSIGNS Internship in Fort Wayne, designing and printing for customers. Personal projects for friends and family.

Personal Values

Consistent attendance and punctuality. Value feedback and clear communication. Excited to expand my knowledge of graphic design in a professional setting outside of college courses.

Work History

Administrative Assistant: December 2020 - Present
Elwood Staffing, Fort Wayne, IN

Team Member: July 2020 - March 2021
Chick-Fil-A, Fort Wayne, IN

Substitute Teacher: December 2018 - July 2020
Pathfinder Services KidsKampus, Huntington, IN

Part-Time Worker: August 2016 - May 2019
Chartwell's Catering Services at Huntington University
Huntington, IN

Assistant Teacher: May 2015 - August 2018
Park Place Children's Center, Anderson, IN

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