

pam kurzen

WALNUT CREEK, CALIFORNIA

CAREER OBJECTIVE

Creative design with the desire to help others and make a difference

EDUCATION

Academy of Art University
San Francisco, California
Graphic Design Major
Projected Graduation 2018

Flint Hills Technical College
Emporia, Kansas
Commercial Art Major
Associates Degree 2004

SKILLS

- Graphic Design
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Adobe Dreamweaver
- QuarkXPress
- Photography
- Typography
- Screen Printing
- Prepress
- Post-Production/Bindery
- Macintosh/PC
- Basic HTML/CSS
- Microsoft Office
- Social Media
- WordPress
- Offset Printing
- Digital Printing

EXPERIENCE

Kidder Mathews
Marketing Assistant
San Francisco, California
September 2014–Current

Job Duties:
Juggle multiple projects at once within tight deadlines, design flyers, e-blasts, proposals, etc, using templates and staying within company guidelines, photography editing, and binding

CaliPrint
Graphic Designer
Concord, California
September 2013–August 2014

Job Duties:
Manage multiple sub-companies, complete orders from customers within tight deadlines in an accurate manner, juggle multiple jobs at once, design jobs to client satisfaction, send to production

Sodexo
Marketing Coordinator
Administrative Assistant
District Payroll Auditor
Emporia, Kansas
March 2007–June 2013

Job Duties:
Help create and implement promotional events to raise customer satisfaction, update website and social media, create all signage needed for various venues (including logo design, posters, menus, brochures, photography, etc), unit payroll, district payroll auditing, other office and administrative duties

ABOUT ME

- Passionate and driven
- Work independently and as team
- Friendly and punctual
- Desire good communication
- Hardworking and organized
- Open to critiques and feedback
- Welcome new challenges
- Desire to help others through art
- Attention to detail
- Eager to learn more
- Thrive under deadlines