

mikelle
williams

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435.770.4457

HELLO,

Thank you for taking the time to consider me for your graphic design position.

I really enjoy working as a graphic designer and feel that this shows itself in my work. I think that this attitude makes me a valuable asset for the companies and clients with which I work.

Beyond my art abilities, I also have excellent English skills. In all my previous work positions I have had to come up with text for multiple applications including: brochures, greeting cards, advertisements, business documents and slogans. I have a wide range of writing experience, in both technical and creative outlets.

In one of my earliest jobs focused primarily on preproduction. While learning how to run top-of-the-line printers, I accumulated the knowledge needed to prepare a document for printing. This has been very useful in my career since.

I have the knowledge needed to work well with customers and in groups. I'm a responsible, hardworking employee who completes assignments on time and to the best of my ability.

I look forward for hearing from you. Thank you again for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mikelle Williams', with a stylized, cursive script.

Mikelle Williams



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EDUCATION

MAY 2010 Bachelor's Degree
Utah State University

Fine Arts Degree; Graphic Design Emphasis
English Minor
Cum Laude

SKILLS + EXPERTISE

SOFTWARE + PROGRAMMING Adobe Suite: Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe Dreamweaver, Adobe Fireworks, Adobe Acrobat
Microsoft Suite: Microsoft Word, Microsoft Excel, Microsoft Powerpoint
Programming: HTML, CSS, WordPress
Other: Alienbrain Versioning Software, Google Docs

ARTISTIC SKILLS Trend Spotting, Patternwork, Illustration, Color Theory and Palettes

GRAPHIC DESIGN SKILLS Packaging, Print Materials, Website Design and Implementation, Branding

INTERESTS Textiles, Trendspotting, Color

OTHER SKILLS Creative, Organized, and Efficient

WORK EXPERIENCE

2008-PRESENT **Freelance Work**

La Beau Gateau: Corporate Identity
Tosque Solutions: Corporate Identity
Sierra Insider: App Design
Stander, Inc.: Textile Design
Dyacon: Corporate Identity, Website, Brochures,
Tradeshow Materials
Volocron: Business Cards, Instruction Manuals,
Consultation

2010-2012 **Waterford Institute**

Packaging
Website Design
Book Cover
Online and Print Advertising

2009-2012 **SeeMe**

Website Design and Upkeep
Corporate Identity and Overall Brand Feel
Newsletters, HTML-based E-mails,
Presentations, Marketing Materials

2009-2012 **Millwik**

New Product Development
Illustration
Packaging
Corporate Identity

2007 **SendOutCards**

Creating Card Text, Creating Card Imagery
Creating Visuals for National Convention
E-mail response to design questions

2002-2007 **Architectural Detail**

Completing and filing copyrights
Editing photographs for marketing materials
Customer service and sales on the telephone