

Alexia Vondrachek  
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To Whom It May Concern,

I am a local design professional and am looking for full time employment. I have worked as a designer for 18 years and I am seeking work in the creative field to adjust the trajectory of my career to full time employment in a traditional office environment.

Throughout my years as the owner and designer of The Prettiest Pixel, LLC, I have worked through many unique opportunities, challenges and communicated with all types of clientele. Not only am I fully functional and well versed in Adobe Creative Suite, but I have worked in many facets of the graphics industry, mostly in print and product design. That exposure has generated a great deal of experience which allows me to hit the ground running on any new role I take on. Each problem or timeline I have been presented in the past has resulted in a successful conclusion. I have dealt with extremely tight deadlines and challenging clientele and production issues. Over the years I have developed the ability to navigate tenuous situations and turn them into positive outcomes. Throughout my years as a designer I've very rarely has a problem I could not solve. Research and *professional communication* result in successful resolutions to any problem.

Furthermore, I had experience in all Microsoft Office applications and can learn new programs quickly as I am adept at technology, given my computer and software background.

I am forward thinking and an active learner and pride myself on good communication, efficiency and very strong customer relation skills.

I hope you'll consider me for an interview. I have a solid work ethic, a friendly positive attitude and have many leadership and self-motivating capabilities and most importantly, I am dependable!

Sincerely,  
Alexia Vondrachek

**Alexia Vondrachek**  
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An experienced graphic designer and fine artist with top level expertise in concept, design and execution looking to move into a position working with a team in a collaborative environment.

## SUMMARY OF QUALIFICATIONS

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- Advanced ability to use industry leading software including the Adobe Creative Suite
- Skilled designer and well informed on current trends in color, structure, type and patterning.
- Able to generate a collection of products, from initial authentic concepts to completion of product by the means of direct client communication, print vendors or in-house resources
- Expertise in branding for businesses and generate a collection of design with a cohesive look
- Excellent communicator and superior customer relations skills, efficient in a timely manner
- Proficient in multi-tasking and working on many projects simultaneously
- Able to work in fast-paced, high pressure environments and maintain focus and effectiveness

## TECHNICAL EXPERTISE

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**Operating Systems:** Windows XP/7/10, Mac OS

**Software and Skills:** Adobe Creative Suite: Illustrator, Photoshop, Indesign, Acrobat; MS Office; Quickbooks; Seagate Backup Software; Wacom Intuos Tablet; Various types of scanning software; Acrobat forms; Natural light product photography; Pen and Ink; Computer Illustration; Watercolor painting and various other Fine Art mediums

## EXPERIENCE

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June 2007 to Present [The Prettiest Pixel LLC](#), Shawnee, KS  
*Owner/Designer*

Hosted and participated in ground breaking design and stylings of photo shoots that have an active viewership on social media; Pinterest, Instagram and Facebook

Product development and management of manufacturing, advertising and launch of high end, luxury stationery.

Integration of multiple artistic mediums into stationery to advance client interest nationally and internationally.

Generated an extensive body of work featuring collections of wedding stationery from concept illustration to final product and photography for online sales.

In contact with clients by email and phone on a daily basis to ensure excellent customer relations. Responsible for all administrative duties including sales, marketing, customer service, vendor services, and all bookkeeping tasks needed to run The Prettiest Pixel LLC.

<https://www.etsy.com/shop/ThePrettiestPixelLLC>

- Uses in-house illustration to generate authentic wedding stationery design. This division is full service and Alexia has established a high standard for design, production and turnaround times not easily matched elsewhere.
- The Prettiest Pixel, LLC boasts superior design graphics and unique artistry generated by the owner/designer. Designs are focused on the wedding market, providing customers with high quality, print ready designs and works with vendors across the region and country for print solutions. Also establishes a solid reputation for quality customer service and timely turnarounds for custom work.

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March 2007 - Dec 2008 [Uhlig, Illustratus](#), Leawood, Kansas (Currently in Overland Park, KS)  
*Graphic Designer, Part-Time*  
Provided a key role in the production cycle of preparing customers logo for newsletter format in an extremely fast paced environment with tight deadlines. Utilized creative skills to generate authentic designs for the entertainment portion of the newsletters.

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*Responsibilities:*

- Reconstructed lo-resolution artwork in vector format and uploading it into Illustratus' custom newsletter template program.
- Communicated with day staff to ease the transition and to expedite the nightly processes.
- Custom designed numerous entertainment banners for the newsletters in high resolution vector or raster images including graphically enhanced trivia, crossword puzzles and seasonally inspired content and aesthetics geared towards the residents of apartment complexes.

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March 2002 to July 2006 [Print Time](#), Kansas City, Missouri  
*Graphic Designer*  
Worked as an integral part of a close knit team to produce designs for commercial printing purposes.

*Responsibilities:*

- Designed graphic pieces, including business cards, brochures, newsletters and logos in addition to typesetting.
- Detect, identify and fix unforeseen technical issues with customer supplied files in regards to preparation for printing.
- Successfully worked under extremely tight deadlines, processing assignments in an efficient and accurate manner.
- Development and maintenance of data backup systems and data recovery solutions, as well as reorganization of every day functions of department in order to create a more efficient work flow.

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May 2001 to March 2002 [Advantage Printing](#), Leavenworth, Kansas  
*Graphic Designer*  
Worked as the sole graphic designer and was in close contact with both the pressman and customers.

Primary responsibilities included preparing digital files for press.

*Responsibilities:*

- Designing and preparing digital files for press, such as newsletter, brochures and logos.
- Worked with clients and providing consultation for their creative pieces.
- Taking orders from customers for reprint and participating in customer service communications.

## EDUCATION

**UMKC**, Kansas City, MO - GPA 3.9, Graduated 2007  
Graduated with a MA degree in Curriculum and Instruction

Awarded a BA in Art Education K-12th grades

**University of Saint Mary**, Leavenworth, KS, Graduated 2001  
Graduated with a BA in Fine Art: Graphic Design

**REFERENCES**

Upon Request

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Available upon request