

Cocoa Bean Designs by Amber Taylor

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- OBJECTIVE** To provide freelance graphic design services.
- EDUCATION** **NEBRASKA WESLEYAN UNIVERSITY, Lincoln, NE**
May 2008 – Bachelor of Arts
Major: Business Administration / Minors: Graphic Design & Public Relations
- SKILLS** MAC & PC Platforms (includes Microsoft Office software: Word, Excel, PowerPoint, etc.)
Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver, Muse)
AutoCad Lite
Dark Room and Digital Photography
Screen Printing
Business Identity, Page Layout, Print and Web Design
Social media outlets: Facebook, YouTube, Twitter, Pinterest, Instagram
Managerial Assistance
Marketing & Event Planning
Quick Learner, Organized, Attentive to Deadlines, Self-Motivated
- EXPERIENCE** **PERSONAL FREELANCER**
Graphic Design & Social Media Freelancer: 2009 – Current
- QUALITY MANAGEMENT Inc, Geneva, NE**
Office Manager & Architectural Drafter/Cocoa Bean Design: 2018 – Current
- MUSTANG MEDIA, Sutton, NE**
Remote Graphics/Web Designer & Sales: 2015 –2018
- FILLMORE COUNTY HOSPITAL, Geneva, NE**
Graphic Design Contract through Mustang Media: 2015-2017
Marketing Coordinator: 2010 –2015
Compliance Officer (Corporate Responsibility Officer): 2010 –2015
Senior Executive Assistant: 2010 –2011
- MANKO WINDOW SYSTEMS, INC., Manhattan, KS**
Remote Graphic Designer, Contract: 2009 –2014
- CORNERSTONE BANK, York, NE**
Marketing Assistant: 2009 –2010
- FILLMORE CENTRAL HIGH SCHOOL, Geneva, NE**
Para Educator: 2009 School Year
- SANDHILLS PUBLISHING, Lincoln, NE**
Graphic Designer: 2007 –2009

VOLUNTEER

Hidden Hills Country Club Board

Board Member at large (January 2013 – January 2015)

Secretary (2015)

Geneva Chamber of Commerce Board

Secretary (January 2013-2017)

Young Leaders of Fillmore County

Marketing Chair (2009-2011, 2013-2015)

Nebraska Healthcare Marketers Board

Communications Coordinator (October 2012 – January 2015)

Vice President (January 2015 – 2015)

Revitalize Geneva July 4th Celebration Graphic Designer (2009-2011)

HOBBIES

Illustration

Graphic design

Photography

Problem solving

Assisting with strategic planning

Golf

Volleyball

REFERENCES

STEVE EDWARDS, Quality Management Inc.

Owner

402-759-6108

DR. JASON BESPALC, Fillmore County Medical Center, PC

Family Physician

402-759-4485