Anne Kelley

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Skills Summary:

- Extensive drawing experience, with drawing styles ranging from cartoon to photo-realism.
- Proficient in Photoshop CS₄ and Word, experience with Corel Painter X, Adobe Illustrator and Power Point.
- Experience in broad range of design projects, including coloring books, wedding programs, church bulletin designs, and t-shirt designs.
- Skilled in working with clients to achieve desired product.

Professional Qualifications:

- Created t-shirt designs for college department and student group, as well as designs for various t-shirt contests.
- Served as artistic liason for college student group, coordinating creation of posters, banners and slideshow advertisement.
- Produced artwork for commissioned coloring book pages and cover.
- Produced character design for online budgeting project (currently under development).

Educational Background:

Bachelor of Arts in English, 2002 - 2006 Texas A&M University, College Station, Texas

Work Experience:

Purchase Agent "Purchasing/Accounts Payable, Veterinary Medical Teaching Hospital Texas A&M University, College Station, TX June 2007 June 2009

Processed supply orders and work orders efficiently.

Contacted vendors to resolve product and order discrepancies.

Maintained account information.

Educated customers and employees in policy revisions.

Student Worker ~ Central Receiving, Veterinary Medical Teaching Hospital,

Texas A&M University, College Station, TX May 2003 - June 2007

Processed and distributed mail to departments throughout the hospital.

Maintained records of receipt and delivery.

Handled local purchases and errands for hospital departments.

Trained other student workers.