

Education:

Rocky Mountain College of Art and Design (Lakewood, Colorado)

- B.F.A in Animation/Three-Dimensional
- Graduated 2008
- Academic Achievement Deans List – Spring 2007, Spring 2008

Overland High School (Aurora, Colorado)

- Graduate Diploma
- Graduated 1998

Technical Skills:

- Windows 95 - Current
- Apple Macintosh (OSX)
- Microsoft Office 95 - Current
- Network and PC Troubleshooting
- Adobe Creative Suite 2 - Current
- Alias/Autodesk Maya 6.0 - Current
- Combustion 4.0
- Corel Draw X3
- Internet Browser (IE, Firefox, Chrome, Safari)

Office Skills:

- Copying, Faxing, Back up Reception, Scheduling
- Internal and External Postal/Delivery Duties
- On and Off-Site Records Maintenance
- Purchasing and Stocking of Office Supplies
- Document Drafting and Editing
- PC Desktop Installation: Software/Hardware
- 45-50 WPM
- Data Entry

Experience:

Nuts to You (Packaging Assistant and Brand Supervisor. Aurora, CO.)

Packaging, labeling and upkeep of product stock. Supervising of company brand as well as promotional materials.

CSC/United Launce Alliance (Contract IT Move Support Tech. Greenwood Village, CO.)

Help Desk support for ULA staff that had been relocated to new corporate campus. Networking, installation, technical support and asset management of user workstations.

Monigle Associates (Contract Photo Morpher #2. Denver, CO.)

Digital retouching and photo manipulation of corporate branding signage for exterior and interior previsualization. Updating of site plans, proposal documents and images to proprietary software.

Monigle Associates (Contract Photo Morpher #1. Denver, CO.)

Digital retouching and photo manipulation of corporate branding signage for exterior and interior previsualization. Updating of site plans, proposal documents and images to proprietary software.

LeBoeuf, Lamb, Greene and MacRae (Office Support Clerk. Denver, CO.)

General office duties, copying, faxing, physical and technical duties, court filings, internal and external office deliveries as well as back up reception.

Brownstein, Hyatt and Farber (Litigation Records Clerk. Denver, CO.)

General file clerk duties, file maintenance on computer and other general office duties. Maintaining records in a specific area of law, as well as a department.

Long and Jaudon (Records Clerk/Facilities Manager. Denver, CO.)

General file clerk duties, back up reception, off-site records recalling. Facility Management duties including ordering and restocking office supplies, office deliveries, conference room preparation, hiring contractors, historic building and grounds keeping duties.