

## Education

- **Utah Valley University, Orem, Utah**  
Deans List, GPA 3.88

Bachelor of Fine Arts  
Emphasis in Graphic Design  
(2010)

## Related Skills

- Efficient in Adobe Photoshop, Illustrator, InDesign, Flash and Dreamweaver.
- Experienced in typography, layout, logo design, advertising and web design.

## Employment

**Denton House, Salt Lake City, Utah**

Graphic Designer  
(2010 - 2011)

- Designed logos, menus, stationery and signage for multiple restaurants in Park City.
- Created print and marketing materials for Denton House and Talisker.
- Presentation design for menu and signage fabrication.
- Maintained heavy workload to meet strict deadlines.

**Richer & Overholt, P.C., South Jordan, Utah**

Paralegal  
(2001 – 2010)

- Practiced legal research, collection law and preparation of documents and pleadings.
- Developed oral and written communication skills with clients.
- Promoted to position of Partner's Legal Secretary; assuming Paralegal responsibility.
- Mastered strong keyboard and office software skills.
- Performed daily online research for multiple partners at firm.
- Applied organizational and calendaring skills to make office run more efficiently.
- Prepared correspondence and pleadings for hundreds of cases.

**Mt. Jordan Swimming Pool, Sandy, Utah**

Assistant Manager  
(1996 – 2001)

- Managed staff, handled scheduling and accounted for weekly revenue.
- Increased interpersonal skills in assisting patrons with questions and concerns.
- Displayed motivation by attaining certification in Water Aerobics Instruction CPR, Lifeguard Training and Water Safety Instruction.
  
- References available upon request.