

helena RICHARDSON

Graphic Designer, Painter & Illustrator

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EXPERIENCE:

Freelancer, Helena Richardson - Graphic Designer, Painter, & Illustrator, Springfield, OR, Apr 2012 - Present

- * Communicates with clients to build an clear, accurate assessment of their project needs.
- * Executes design and illustrative projects using Adobe Creative Suite and digital and traditional art mediums.
- * Maintains self-hosted portfolio website using Wordpress content management system.
- * Manages social media using the Buffer app.

Publicity Assistant, University of Oregon Comparative Literature Dept, Eugene, OR, Jul 2016 - Jun 2017

- * Produced all print and digital promotional materials for the UO Comparative Literature department.
- * Managed social media using Facebook.
- * Edited photos for web utilization using Adobe Photoshop
- * Enacted front desk services when not working on design projects

Community Liaison, University of Oregon LGBTQA3, Eugene, OR, Jul 2016 - Jun 2017

- * Designed, printed, and distributed marketing materials for all events and meetings for print and web.
- * Maintained all email accounts and social media.
- * Led a delegation of 8 students to an Oregon conference in Portland, OR.

Graphic Design Intern, David Joyce Gallery, Eugene, OR, June 2015 - Sept 2015

- * Created the branding identity of supervisor of gallery.
- * Designed gallery show posters and invitations.
- * Maintained gallery web page using Drupal and social media using Facebook.

Customer Service Associate, LCC Multicultural Center, Eugene, OR, Jul 2013 - Feb 2015

- * Answered college related questions on admission, registration, course and program planning, and referrals to on-campus and community services.
- * Assisted students with technical support on computers and printer.

SOFTWARE:

Adobe Creative Suite
Microsoft Office
Wordpress
CSS and HTML
Cloud Storage
Drupal

SKILLS:

Technical Writing
Thoughtful
Curiosity
Teamwork
Social Media
Digital /Traditional Art

EDUCATION:

Bachelor of Science, Art

Painting/Drawing, 2017
University of Oregon, Eugene, Oregon
Centurion Award, 2017
Commitment to Community Award, 2017

Associate of Applied Science

Graphic Design, 2015
Lane Community College, Eugene, Oregon
Vice President's List
Phi Theta Kappa Honor Society

Business Skills Certificate

Busines Skills, 2004
Dean's List
Grace Institute, New York, NY