

ALEXIS VANA

SCHOOL

Augustana College:

2011-2015

BA in Art, Business Administration, French
Summa Cum Laude

Activities:

- Augustana Theatre Company
- French Club Vice President
- Advancement Ambassador

Elkhorn High School:

2007-2011

WORK

Alexis Vana Marketing & Design: Freelancer

October 2014 – Present

- Create engaging designs and effective marketing strategies catered to clients' needs
- Areas of experience include logo design, collateral design, social media strategy, and email marketing

South Dakota Advertising Federation: Marketing Intern

September 2014 – May 2015

- Update databases with new contacts/upcoming events
- Formulate press releases, social media content, and event materials
- Assist with organizing and running various events

Fresh Produce: Account Service Intern

June 2014 – August 2014

- Communicated with clients and vendors on projects
- Formulated and drafted various market analyses, schedules, press releases, budget estimates, etc.
- Acted as project manager and main copywriter for the summer internship team

Augustana College Mirror: Graphic Designer

January 2014 – May 2015

- Design graphics/advertisements for the school paper

Gap, Inc.: Sales Associate and Sales Lead

May 2012 – January 2015

- Answered customers' questions/concerns, catered to customers' specific needs
- Helped make/execute decisions concerning visual merchandising
- Performed managerial duties including assigning tasks to sales associates, counting money, closing and opening the store, etc.

I'm Alexis. I have a strong background in marketing, management, and art and I'm looking to start a career in advertising. I am driven, I am passionate, and I am motivated.

Let's get to work.

SKILLS

Software:

Microsoft Word
Microsoft Excel
Microsoft Powerpoint
Adobe Illustrator
Adobe Photoshop
Adobe InDesign

Personal:

French
Writing
Design
Communication
Teamwork
Project Management
Social Media

CONTACT

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References available on request