

DANETTE UPTON

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125 Lincoln St. Aurora, IN., 47001

PROFESSIONAL SUMMARY

In search of employment in graphic design, to utilize my passion for creativity. My attention to detail makes me a great asset in this line of work. I am a quick learner: I am hardworking and dedicated to any job I do. I believe in time management and organization. This is helpful in completing tasks in a timely efficient manner. Allowing me to stay on or ahead of schedule. With my skill set and work ethics I can accomplish goals set before me. I have a calm and personable demeanor even during stressful situations.

EXPERIENCE

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| March 2019 –
August 2019 | Graphic Design / Manager, Western Slope Graphics
Ran day to day operations of a small graphic design shop doing designs for screen printing, heat press, signs, banners, accounting, office work, banking, creating forms, and management of all areas in the shop. |
| September
2017 – February
2019 | Freelance Designer
Jobs for hire for individuals or local clubs around the area as well as for a company called Chozen Designs out of Versailles, IN. Created designs and logos, I also did a lot of T-shirt work for people locally and in other states |

EDUCATION

Southern New Hampshire University, Manchester, NH.
May 2021 - Current: Graphic Design and Media Art's Bachelor's Degree Program

KEY SKILLS AND CHARACTERISTICS

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| • Creative in many arts | • Proficient at CorelDraw 2018-2019 |
| • Learning Adobe Illustrator | • Adaptability |
| • Mastering Adobe Photoshop | • Flexibility |
| • Microsoft Office Suite | • Great Listener and attention to detail |
| • Typing Skills Fast and Efficient | • Willing to learn new and innovative ideas to be able to move forward and not be frozen in time. |
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