

NICOLE BRUDOWSKY

GRAPHIC · DESIGNER

A BIT ABOUT ME:

I'm friendly, outgoing, and well-rounded. I possess excellent customer service, communication, organizational, and administrative skills. I'm also patient, extremely detail-oriented, and really enjoy collaborating with a team.

COMPUTER SKILLS:

Adobe CS Suite
Microsoft Office Suite
Apple DVD Studio Pro, Final Cut Pro
QuarkXPress
HTML, CSS, Python (language)
IDEAS, SAMMS, WinFTA, Lotus

* Knowledge of both PC and Mac

EDUCATION:

GRAPHIC DESIGN
Bachelor of Science
Portland State University
Mar, 2009

INTERACTIVE MEDIA DESIGN
Art Institute of Portland
July, 2004 – Dec, 2005

VISUAL COMMUNICATION DESIGN
Kent State University
Aug, 2000 – May, 2004

WORK EXPERIENCE:

COMPUTER LAB ATTENDANT

FPA Media Arts Center; Art Department, Portland State University
Sept, 2007 – present

Duties:

- High-quality print production
- Tech support for most Adobe software
- Media check-out
- Lab security
- Lab maintenance
- Enforcement of lab rules

FREELANCE GRAPHIC DESIGNER

Aug, 2005 – Present

Duties:

- Creative work for brochures, websites, etc.
- Create, edit, store, and print varieties of file formats
- Meet w/ clients for critique and improve designs
- Adhere to schedules and deadlines

RESTAURANT SERVER

Ristorante Roma
Feb, 2006 – Aug, 2007

Duties:

- Provide excellent customer service
- Receive and arrange dining reservations
- Know food and beverage ingredients and nutrition
- Food prep, stock, dishwashing, bussing

ADMINISTRATIVE ASSISTANT

US Department of Interior; US Fish and Wildlife Service
(Contractor via Staffing Solutions, LLC)

Division of Engineering

May, 2006 – Jan, 2007

Division of Administrative Services

Jan, 2007 – Apr, 2007

Duties:

- Oversee phone, voice mail, faxes and email
- Greet visitors and callers
- Collect, prepare and distribute mail
- Set up, maintain, and protect files
- Format, edit, and distribute Federal correspondence
- Prepare and process purchase requests in IDEAS
- Prepare travel arrangements
- Arrange conference room and vehicle reservations
- Set up conference calls
- Reproduction printing in mass / comb-binding

BARISTA

JavaMan Coffee, 1275 NW 185th Ave, Beaverton OR 97006
May, 2004 – Feb, 2006
Supervisor: Oleg Lytchanyi (503) 645.0965

Duties:

- Provide excellent customer service
- Create and serve variety of coffee beverages, pastries
- Food prep, stock, dishwashing, bussing