

ALEXIS ADAMS

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SUMMARY

Focuses on the details of each campaign, whether it is for social media or the web. Using simple, clean graphics to ensure that messages appeal to the broadest audience. Managing the small details allows me to hit milestones for clients and keep projects on track.

EXPERIENCE

JUNE 2018–PRESENT

SOCIAL MEDIA MANAGER,

Palette of Threads Boutique, Englewood, OH

- Create, plan, and share daily content.
- Work with deadlines for projects.
- Stay up to date with graphics.
- Market toward many ages of customers.
- Track invoices of clothing purchased.
- Price items for the store.

JUNE 2018–PRESENT

IN STORE STYLIST,

Palette of Threads Boutique, Englewood, OH

- Organize clothing.
- Coordinate outfits.
- Handle cash and credit transactions.

MAY 2015–JUNE 2018

SWIM INSTRUCTOR,

Kleptz YMCA, Clayton, OH

- Led large groups of students.
- Taught various swim strokes.
- Adapted to a wide variety of personalities and learning styles.

SKILLS

- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator
- Microsoft Software
- Social Media Management
- Digital Photography (basic photo editing, studio lighting/equipment skills)
- Planoly
- Shopify E-Commerce
- Google Docs
- Google Calendar
- Google Sheets
- Google Slides
- Illustration (digital, pen and ink, pencil)
- Fine Arts
- MailChimp
- Privy

EDUCATION

AUGUST 2017–PRESENT

ASSOCIATE DEGREE OF APPLIED BUSINESS IN DESIGN

The Modern College of Design, Kettering, OH

Versatile design program includes courses in traditional print/package design, web design, introductory web development, photography, and illustration.

AUGUST 2013–JUNE 2017

Northmont High School, Clayton, Ohio

- Peer Tutor
 - Aided high school peers who have learning disabilities.
 - Helped students with school work, tutoring them in multiple school subjects.
- Honor Society
- Honor Roll

VOLUNTEER EXPERIENCE

SEPTEMBER 2015–DECEMBER 2017

MEDIA TEAM FOR GINGHAMSBURG CHURCH

Ginghamsburg Church, Tipp City, OH

- Operated camera during church services.

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