



ELIZABETH BEARDEN DESIGN

e.a.bearden@gmail.com

- Objective** To work within a team to increase my design knowledge and skills.
- Education** Bachelor of Fine Arts with a Concentration in Graphic Design  
University of West Georgia  
Carrollton, Georgia  
Expected Date of Graduation: December, 2010
- Skills** Adobe Creative Suite 3: Illustrator, InDesign, Photoshop  
Microsoft Office: Excel, PowerPoint, Word, Outlook, Publisher  
Some experience in Dreamweaver
- Experience**
- 2010- College of Arts and Sciences/Department of Art Internship  
Designed a poster for Big Night auditions, Assisted with the development and design of the College of Arts and Sciences' Newsletter, Gathered documents and edited information for the Department of Art Student Handbook, and Collected information for updating the Department of Art website.
- 2009- Dean's List, Department of Art Internship  
Assisted with the design of the *Crossroads Conference* brochure for the Society for Photographic Education of the Southeast, and Developed a Power Point presentation for the Department of Art Chair.
- 2007-Present- Britt Paulk Insurance Agency, Customer Service Representative  
Create workflow for new programs, Receive incoming submissions, Review, Quote and Issue Policies, Manage individual accounts, Utilize carrier's online system, Work closely with Marketing (designing, proofing and generating new strategies) and Train new customer service employees.
- 2005-2006- Social Security Administration, File/Mail Clerk  
Helped clients understand and utilize new Medicare classification, Reorganized and maintained filing system, Prepared and distributed mail and faxes, and Frequently used Internal Database, Word and Excel.
- 2004- Scott Evans Chrysler, Dodge, Jeep, Receptionist/Cashier  
Operated switchboard, Cashier for Service and Parts departments, Designed flyers for Sales Representatives, Generated marketing concepts for Sales department, Created and maintained Excel spreadsheets for organization.
- 2003-2004- Tisinger, Tisinger, Vance & Greer P.C., Commercial File Clerk/Courier  
Prepared binders for court proceedings, Frequently used Word, Excel, Outlook, and I-Manage, Filed and maintained Commercial documents, Created system to track cataloged and updated legal documents, Organized and distributed mail and faxes for Commercial department.
- References** Available upon request