

# DANA P. SHELTON

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## Visual Artist / Graphic Designer

A highly creative and self-motivated individual that is seeking employment in the fields of both or either visual and graphic arts. In return I will share my creative approaches and solutions, to help solve any problem you might have.

### Relevant Skills:

- Microsoft Office 98-07 (M.S. Word, M.S. Spreadsheet, M.S. and Power Point)
- Adobe Products (Photoshop, Illustrator, Bridge, Acrobat and InDesign)
- Draftsmen: (concept art, map making, scientific and technical drawings)
- Photography with both standard and digital cameras.
- Over 12 years problem solving, customer service, and sales.
- Willing to travel and pursue when and where ever opportunity calls.
- Detail-oriented, punctual, and resourceful when it comes to completing tasks.
- Work well with others or independently.

### Education:

Currently finished my Associates in Visual Communications at Ivy Tech College. Received a Bachelor of Arts in Fine Art and a Minor in Art History at Sweet Briar College.

### Work Experience:

#### Cashier 2011

Wayne Higgs, (270) 827-3014, Sureway  
1600 2nd St., Henderson, KY 42420

From August to present I have been working for Sureway as a cashier. My main duties include running the cash register, helping customers with locating merchandise, and keeping the front end clean, stocked, as well as organized.

#### Sales Associate/Cashier 2010-2011

Marsh Chumley (270) 826-6036, Wal-Mart  
1195 Barrett Boulevard, Henderson, KY 42420

From November of last year until summer, I have been employed at Wal-Mart Supercenter as cashier and sales floor associate. My main jobs were to assist customers in finding what they needed and keeping the shelves straight and running the register as needed.

#### Graphic Designer/Digital Editing 2009

Kyle Arnett (615)428-0084, Henderson Area Arts Alliance

From February to May, I worked as an unpaid intern for the Henderson Area Arts Alliance. My duties included designing promotional posters, brochures, and digitally cleaning up photo and logos.

#### Stocking/Sales/Customer Service/Food Services, 2005-2008

Jarris Bayles (270)826-5916, Buehler's Buy Low, Henderson, KY

During my three years there, I stocked shelves, built displays, prepared food, assisted customers in finding products and giving them any additional information they might want to know about the products (allergens, shelf life, proper preparation, etc...) In food services, took orders over the phone and prepared them or answer any questions like estimated price, time preparation, business hours, product supply and availability.

#### Scout Leader/Secretary/Activities Assistant, 2005-2006

Richard Jordan (812)423-5246, Boy Scouts of America, Evansville, IN

I worked as book keeper for scout admissions, handling fund-raiser sales and delivery. Other duties included organizing educationally engaging crafts and games to help younger scouts develop both their creative abilities and self esteem. For the older scouts, scout training (teamwork, first aid, survival skills, and proper scout conduct).

# REFERENCES

Kyle Arnett: 615) 428-0084  
3660 South Green Street, Henderson, KY

Jim Smith: (270) 827-0269  
354 Larue Road, Henderson, KY

Joe Hostetler: (812) 426-2865  
3501 North 1st Avenue, Evansville, IN