

**Abigail Richardson**

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**OBJECTIVE**

To obtain a position in the graphic design field where I can utilize my creative mind and brainstorm ideas to develop innovative products while also making important decisions for your company.

**EDUCATION**

2013–2014 Palomar Community College- San Marcos, California

2011–2015 Mission Hills High School- San Marcos, California

- Expected graduation date- June 17th, 2015

**WORK EXPERIENCE**

**2012–Ongoing** *Temp*

Mission Hills Church- San Marcos, California

Office organization

- Copied documents for distribution
- Completed medical documents
- Ran errands for office workers

**2013–2015** *Graphic Designer*

Mission Hills High School Graphic Design Academy- San Marcos, California

Illustration, graphic and web design

- Submitted designs for school-wide graduation cover completion
- Received a certificate for Regional Occupation Program Graphic Design course
- Earning college credit for Regional Occupation Program Graphic Design course

**2013** *Media Organizer*

Mission Hills Church- San Marcos, California

Arranged and carried out media in a children's program

- Organized a presentation to be shown to guests
- Played instructional videos for guests
- Responsible for multimedia elements of the program

**SUMMARY OF SKILLS AND ABILITIES**

- Implemented efficient strategies for work satisfaction
- Direct others for completion of goals
- Organized tasks to meet deadlines

REFERENCES AVAILABLE UPON REQUEST