

Melinda M. Anderson

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Objective

To obtain a Graphic Designer position in the marketing department of a major graphic design house, where my skills as a designer and my attention to detail will allow me to create print and web promotional materials to help the organization reach its goals.

Summary of Qualifications

- Proficient in Adobe Photoshop, Illustrator, InDesign
- Proficient in Microsoft Word
- Skilled in technical writing, including medical case studies
- Over 10 years experience in the medical field

Professional Experience

Home Health Aide

April 2012 to present

Interim Healthcare, Rapid City, SD

- Create and maintain a functioning work schedule for client cares
- Independently manage all aspects of required duties on a daily basis
- Assess client wellness and inform supervisors of any issues/concerns
- Document services via paper documents to ensure proper reimbursements for said services

Certified Nursing Assistant

October 2010 to April 2012

Clarkson Mountainview, Rapid City, SD

- Directly assisted residents with all personal cares
- Worked as a member of a cooperative healthcare team
- Documented services provided via paper documents to ensure proper reimbursement

Owner/Operator

May 2005 to May 2010

The Embroidery Stop, Whitewood, SD

- Created custom and stock digital embroidery designs from stock or copyright free images
- Performed all bookkeeping and tax-related tasks
- Created patches, pocket logos and hat designs for businesses, clubs, and non-profit organizations
- Created and maintained an Internet storefront

Education

University of South Dakota, Vermillion, SD

Graduation: August 2014

Associate of Arts degree in General Studies

Overall GPA 3.64

Southern New Hampshire University, Hooksett, NH

Bachelor of Arts degree in Graphic Design program

Expected Graduation: Aug 2016

Awards and Honors

- University of South Dakota Dean's List 2012
- Recognition of Academic Excellence Spring and Fall 2013, Spring 2014
- President's List, SNHU Fall 2016

