

Rebecca Zamrycki

Email: rzamrycki@yahoo.com · Portfolio: www.geocities.com/rzamrycki

Summary

I have over 4 years of experience designing creative and professional print materials using industry standard graphic software. I am currently seeking to utilize my education and creative design experience to obtain a graphic design position within the advertising industry.

Skills Inventory

- Positive and effective "people skills" for maintaining vendor relations and representing organization to public, clients and vendors
- Excellent written communication skills including grammar, spelling and punctuation with a strong attention to detail
- Ability to stay organized and to manage multiple project deadlines at one time, and on budget
- Self-motivation with the ability to work independently and in team environments
- Ability to adapt easily to new responsibilities and situations
- Strong problem-solving skills and experience with innovative concept creation
- Ability to compose and shoot photographs suitable for publication
- Working knowledge of industry requirements for printing and the ability to perform proofing
- Computer knowledge: MS Office Suite, MS Publisher, PowerPoint, Netscape Navigator, Internet Explorer, Adobe Photoshop, Adobe Illustrator, Adobe PageMaker, Adobe Acrobat, Quark Express, HTML literate

Freelance Graphic Work

Graphic Designer: May 2003 - Present

- Designed corporate logos, letterhead, business cards, gift tag and product brochures.
- Photographed products for brochure.
- Personally worked with vendors for the first printing of all marketing materials.

Professional Experience

National Student Leadership Conference - Washington, DC

Instructor & Team Advisor: July - August 2004

- Instructed class on marketing, focusing on Marketing Mix and SWOT Analysis.
- Utilized computer-based Foundation Challenge program, a competitive business management simulation.
- Oversaw student conduct at lectures, guest speakers, simulation training and field trips.

Constituent Relations, University of Central Florida - Orlando, FL

Office Assistant: March 2000 - August 2003

- Designed invitations to all events requested by the University President to build relationships with key university constituents and the UCF Foundation, Inc. providing donor stewardship, enhancing UCF's image and encouraging financial support of the university.
- Handled administrative duties such as bill processing, budget inputting and tracking, updating office calendars, filing, typing, faxing, database management, answering phones and welcoming constituents to the office.
- Worked closely with University Marketing to ensure graphic standards were maintained.
- Developed system for archiving and retrieving photographs from past events.

Housing & Resident Life, University of Central Florida - Orlando, FL

Resident Assistant: September 2001 - May 2002

- Provided conflict mediation, personal guidance and references for residents.
- Acted a liaison between residents and University Housing as well as University Police.
- Planned and implemented educational programs as well as retreats to strengthen resident relationships and establish roles.

Library Copy Services, University of Central Florida - Orlando, FL

Copy Technician: January 2001 - November

- Provided mechanical maintenance of all copy machines and printers.
- Assisted patrons by answering inquiries and aiding with machine operation.

Education

University of Central Florida
B.A. Advertising & Public Relations
minor in Psychology
(*cum laude*)
M.A. Communication
Mass Media track

Honors

- UCF Honors College member
- Florida Bright Futures Scholarship Recipient
- UCF High Achievement Scholars Award recipient
- OAC/FPRA Roast & Toast Scholarship recipient