

LAUREN ELISE HAYWORTH

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OBJECTIVE

I am currently looking for full time employment in a graphic design industry that will challenge me creatively. I am a self-starter and I work well independently as well as in groups. I want to work in an inspiring environment that will utilize the knowledge I have and open the door to new experiences.

EDUCATION

Aug '06-Aug '08 *Appalachian State University* Boone, NC

- Bachelor of Science in Graphic Arts and Imaging Technology with an emphasis in 3-D Animation and Web Development and a minor in Business, Cum Laude
- Maintained a 3.0 or above throughout, and Honor Roll. Dean's List for the Spring 2007, Fall 2007, and Spring 2008 Semesters.
- 2007-2008 Vice-President for GASA (Graphic Arts Student Association)
- Member of Epsilon Pi Tau and Gamma Epsilon Tau Honors Fraternity for the Technology & Graphics department.

Aug '04-May '06 *Brevard College* Brevard, NC

- Twenty-Eight hours of Fine Arts completed in pursuit of a Bachelor of Fine Arts with an emphasis in Graphic Design and minor in Art History.
- Maintained a 3.0 or above as well as Honor Roll all four semesters.
- Student Leader in a first year college course, Art Club, Campus Activities Board, Chemistry Club and Homecoming Committee

WORK EXPERIENCE

Sept '10-Present *Customer Service: Republic Services* Winston-Salem, NC

- Daily customer service tasks; such as answering the telephone while assisting the customer in every aspect, as well as taking payments and other general questions that may be asked. Quoting and setting up deliveries of temporary construction dumpsters daily.
- Assist three sales representatives in entering new service agreements, as well as keying in any service adjustments.
- Help put together promotional materials for Republic Services.
- Enter in monthly totals for multiple high level customers. Also assisted with the 2011 ROI (Return on Investment) spreadsheets.

Oct '09-July '10 *Customer Service & Graphic Artist: International Minute Press* Winston-Salem, NC

- Responsible for total customer service, answering the telephone, taking orders, preparing quotes and job orders for our pressman and sending certain orders to outside vendors. Ordering materials from outside vendors and contacting clients to arrange pick up for delivery of their merchandise. Settling issues and discrepancies. Work closely with the company owner on marketing; such as constant contact and general issues the company faces on a daily basis.
- Assist in the design of all types of jobs from menus, brochures, business cards and miscellaneous.

Aug '09-Oct '09 *Graphic Designer: Inspired Marketing Solutions* Greensboro, NC

- Worked as a graphic designer creating and designing numerous business cards, logos, booklets, presentation folders, brochures, rack cards, letterheads, posters and flyers.
- Assisted with another designer in re-creating and adjusting floor plans and marketing spec sheets for new homes.

Sept '08-May '09 *Graphic Designer & Customer Service: Copy-Works!* Brevard, NC

- Worked as a graphic designer creating and designing numerous business cards, logos, booklets, brochures, rack cards, letterheads, posters, flyers, binding and finishing and mass mailing to a multitude of clients.
- Interacting with multiple clients on a day-to-day basis in order to make them pleased with the final product. Opening and closing the store, as well as managing time and money. Worked with one or two other employees as a team.

June '08-Aug '08 *Marketing Services Intern: Winston Packaging* Winston-Salem, NC

- Assisted with sales orders and releases for items that are either on order or in the warehouse waiting to be shipped.
- Designed the company's new logo for GMP, as well as a t-shirt for their GMP initiative kick-off.
- Monitored SEO efforts, updated company website by taking photographs of products, assisted with year-end inventory, as well as other daily tasks that were assigned to me.

Nov '07-Apr '08 *Graphic Arts Intern: Templeton Tours Inc.* Boone, NC

- Created numerous brochures, advertisement ads, mailers, flyers, and other various projects for individual cruises.
- Simple office/clerical work, as well as answering the telephone and helping other agents' book cruises.

2000-2006 *Carmike Cinemas* Winston-Salem, NC

June '03-July '04 *Chick-Fil-A* Winston-Salem, NC

INTEREST/SKILLS

- Experienced with Microsoft Office, Excel, PowerPoint, Publisher and Outlook.
- Very knowledgeable in the Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Bridge, Maya, QuarkXPress and Corel Draw software.
- Familiar with bindery and printing processes; such as, Screen-Printing, Offset, and Digital mediums.
- Proven leader, exemplary work ethic, demonstrated public speaking skills, work well independently and in teams.
- Traveled to Bolivia and Peru for Geology course at Brevard College in March 2006.
- Participated in an ICPF Logo Design Competition in Spring 2008 at Appalachian State with a fellow student winning Top Honors.