



EDUCATION

**Bachelor of Arts
Graphic Communication &
Business Administration**
University of Maryland
Global Campus
Class of 2023

**Associate of Arts
General Studies &
Paralegal Studies**
Frederick Community
College
Class of 2007 & 2014

SKILLS

InDesign
Illustrator
Photoshop
After Effects
Microsoft Word
Illustration
Painting
Desktop Publishing
Writing

INTERESTS

Family
Art
Music
Health
Fitness
Animals

CONTACT

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ABOUT ME

I possess a sturdy foundation in the creative arts with various skill sets ranging from sewing to painting as well as vector tracing to printing design. My experience in family management has given me the ability to balance a multitude of projects while fulfilling the needs of others. In addition, my office experience has provided me with hard and soft skills including: customer service, conflict resolution, data entry, and filing. My creative drive has led to the outcome of two self-published children's books.

WORK EXPERIENCE

Family Manager **2015 – present**
Boonsboro, Maryland

- Managing the household from cleaning to upkeep.
- Grocery budgeting and shopping.
- Maintaining a clean atmosphere both in and outdoors.
- Scheduling and transporting children to school, medical appointments, and other needed appointments.
- Raising children to become upstanding human beings.

Small Business Owner **2016 – present**
Boonsboro, Maryland

- Sewing aprons, handbags, pillows, blankets, and other items.
- Creating wreaths, paintings, signage, and home decor.
- Writing, illustrating, self-publishing children's books.
- Children's book distribution.

Accounting Clerk **2012 – 2015**
Frederick, Maryland

- Processing client files including correspondence to various lenders.
- Processing tag and title work for clients to various DMVs.
- Posting incoming invoices and distributing funds as needed.
- Filing documents and maintaining an organized system.
- Communication among consumers, vendors, and lenders.