



WORK EXPERIENCE

Staffing Coordinator, Palo Alto Medical Foundation; May 2013-present

- Coordinate resource allocation of 16 CMA's and 8 PSRs across the Santa Cruz division of Palo Alto Medical Foundation
- Performed an FY13 staffing analysis to improve staffing efficiency
- Coordinate with Senior Leadership to identify staffing challenges and mitigate staffing deficiencies by deploying the resources to the area of need in a timely manner
- Interview management stakeholders to implement process standardization across the division

Head of Design, She.is.Beautiful Race Series; March 2009-present

- Designed logo, apparel, event signage, branded merchandise that fits in line with brand objectives
- Created brand guidelines for use by marketing team
- Created marketing collateral to promote event sponsorship to potential advertisers

Freelance Designer; March 2009-present

- Mike Wilkes- Created a website using existing logo showcasing various massage types for Massage Therapist Mike Wilkes
- Run Local- Created logo and brand colors for new lifestyle brand, Run Local
- Rettlund Foundation- Designed logo and website for Rettland, a non-profit organization

Shift Supervisor, Starbucks Coffee; May 2007-May 2013

- Executed store operations by managing staff allocation and accommodating fluctuating customer volume
- Deployed staff and managed delegation of tasks in order to facilitate optimal rate customer service and reduced wait times
- Oversaw daily store maintenance to maintain high corporate standard of appearance
- Trained new staff on processes including cashiering and food preparation
- Placed daily and weekly supply orders to ensure product needed is available

EDUCATION

Academy of Art University- Bachelor of Fine Arts, Graphic Design, June 2013

TECHNICAL SKILLS

Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, Microsoft Excel, Powerpoint, Word, Google Apps. Proficient in both Mac and PC platform. Ability to complete design mock ups.

RECOGNITION

Student Winter Show, 2010

Student work displayed in Graphic Design Department, 2011, 2012