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FORM 474-91-0181.

APPLICATION FOR EMPLOYMENT

FILE COPY

NAME IN FULL Leah Spencer	APPLYING FOR Graphic Designer
LOCATION Brooklyn, NY	PORTFOLIO lspencerstudio.com

SKILLS

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Graphic design | <input checked="" type="checkbox"/> Illustration | <input checked="" type="checkbox"/> Writing & editing |
| <input checked="" type="checkbox"/> Creative problem-solving | <input checked="" type="checkbox"/> Photography | <input type="checkbox"/> Leaving craft stores |
| <input checked="" type="checkbox"/> Adobe Creative Suite | <input type="checkbox"/> 11th grade chemistry | <input checked="" type="checkbox"/> Print production |
| <input checked="" type="checkbox"/> Image manipulation | <input checked="" type="checkbox"/> Hand-crafting | <input checked="" type="checkbox"/> Research |

EDUCATION

University of Vermont
2016 - Burlington, VT
BA in English and minors in
Graphic Design and Art History

Rhode Island School of Design
2020 - Providence, RI
Graphic Design Certificate Program

EXPERIENCE

FREELANCE DESIGNER
AND ILLUSTRATOR
2013-Present

Brand identity, packaging design, web design,
marketing print assets, technical illustration,
and hand-drawn illustration

VISTAPRINT CORPORATE
SOLUTIONS
Providence, RI
Graphic Designer
2017-2020

Design promotional emails, digital ads, and
printed marketing materials
Convert partners' printed materials into
editable templates for online ordering
Proof and correct print-ready files
Create mock-up logos and designs for demos

FREE PRESS MEDIA
Burlington, VT
Advertising Coord.
2014-2016

Support sales team and Advertising Director
Manage scheduling and delivery of ad streams
Design static and animated ads for key accounts
Coordinate creation and revision of ads between
external design team and clients

SPIRIT OF ETHAN ALLEN
Burlington, VT
Office Manager
2014-2016

Manage cruise scheduling and guest relations
Process payments and maintain business records
Update website daily with Wordpress
Operate multiple lines of communication

ART WORKS
Burlington, VT
Framing Assistant
2013-2015

Select framing style and method for artwork
Measure artwork, cut glass, mats, and frames,
mount artwork, and assemble framed piece
Operate cash register and answer phone

I certify that the information contained in this application is correct to the best of my knowledge. In consideration for my employment, I hereby swear to be enthusiastic about repeatedly using Brandon Grotesque, Googling my way through anything, and digitally frankensteining precious family photos. I, the applicant, certify that when a piece I toiled over gets two (2) seconds of screen time in a blurry background, my love for this career will remain unaffected. Any and all visual relation to historical documentation is not entirely coincidental and is intended as flattery for those who designed super cool old stuff.

Leah Spencer
SIGNATURE

leahspencerdesign@gmail.com
ADDRESS

January 9, 2020
DATE

978.289.7085
PHONE NUMBER