OLIVIA SEITZ
GRAPHIC COMMUNICATIONS STUDENT

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Design Portfolio: www.oliviaseitz.com

EDUCATION
CLEMSON UNIVERSITY - Clemson, SC   August 2021 - May 2025
Bachelor of Science in Graphic Communications
Minor in Business Administration
Relevant Coursework: Graphic Design • Print Production • Photography • Videography • Management
HTML and CSS Coding • Packaging Science • Inks and Substrates • Marketing • Accounting• Finance

WORK EXPERIENCE
ART PRODUCTION INTERN   August 2024 – December 2024
The Graphic Cow, Greenville, SC
- Quickly and accurately produced customer proofs and print-ready art files using Adobe Illustrator and Adobe Photoshop, helping reach sales goals
- Mastered prepress operations for screen printing, digital thermal decoration, and embroidery on apparel

STUDIO COORDINATOR   May 2024 – August 2024
School of Rock, Mount Pleasant, SC
- Scheduled and lead tours for prospective students and parents
- Navigated complex scheduling needs for students and staff
- Planned end-of-season concert for eight of the Mount Pleasant location's bands
- Managed email marketing and oversaw social media accounts

GRAPHIC DESIGN / PRINT PRODUCTION / CUSTOMER SERVICE INTERN   May 2023 – August 2023
Charleston Sign & Banner, North Charleston, SC
- Designed and printed graphics for logos, decals, and signage for individual clients and businesses
- Utilized FlexiSign, Adobe Photoshop, and Adobe Illustrator to create graphics
- Performed prepress operations and printed graphics onto vinyl, banners, etc.
- Worked with clients to gather and define requirements and manage project timelines, implementing feedback and suggestions

SHIFT SUPERVISOR   May 2021 – January 2023
Panera Bread, Mount Pleasant, SC
- Helped store management meet service and quality standards in daily operations
- Responded to and resolved customer questions and concerns, offering thoughtful solutions to maintain customer satisfaction
- Trained new employees and delegated tasks and responsibilities to boost performance and help team reach performance targets

HONORS AND AWARDS
Clemson University President's List: Fall 2022, Spring 2023, Fall 2023
Clemson University Dean's List: Fall 2021, Spring 2022
Palmetto Fellows and Pact Scholarship Recipient

TECHNICAL AND SOFT SKILLS

Graphic Design: Proficient	Prepress Operations: Proficient	Leadership
Adobe Creative Suite: Proficient	Microsoft Office Suite: Proficient	Problem-Solving
Print Production: Proficient	Website Building: Basic	Time Management
HTML and CSS: Basic	Website Maintenance: Basic	Customer Service
Verbal/Written Communication	Production Art	Staff Management