

ANGEL UDELHOVEN



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ABOUT ME

HELLO! I am Angel, a Wisconsin native Graphic Designer. I am conscientious, committed, caring, frugal, and a rescue cat and dog mom. When I am not behind the computer you can find me at thrift stores, trying new restaurants, biking, or doing yoga.

I believe that a positive attitude and hard work speaks volumes about a person's character. I believe that cheese is a food group and that pizza is a health food. Above all, I believe in making this world a more beautiful place.

SOFTWARE

Design Software

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign

Office Software

- Adobe Acrobat
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point

SKILLS

- Critical Evaluator • Deadline Oriented • Problem Solver • Self Motivator • Creative • Multitasker • Cooperative • Expressive

EDUCATION

Bachelor of Fine Arts

December 2010

University of Wisconsin

Milwaukee, WI

EXPERIENCE

Shop Assistant | Online Retail

March 2018 - November 2018

Casa de Perrin

Los Angeles, CA

- Assist all departments in performing a variety of tasks relating to the process of outgoing and incoming retail orders
- Interface with customers/vendors and providing excellent customer service
- Prepare and schedule retail orders for shipment via internal management systems/processes
- Maintain Squarespace web-store as needed with stock quantities, inventory descriptions, and new product releases

Marketing/Graphic Designer

February 2016 - November 2017

Brighton Schools

Folsom, CA

- Design and produce marketing materials consisting of print and online advertisements, newsletters, brochures, and other materials
- Redesign, organize and digitize documents to be fillable online
- Marketing photography and implementation
- Social media management

Graphic Designer

December 2014 - May 2015

Fashion Angels Enterprises

Milwaukee, WI

- Manage and follow up on assignments, project details and timelines
- Product photography and instructional photography
- Setup, create, edit, and archive project files
- Update packaging or product art to comply with latest Fashion Angels standards and required labeling

Office Manager/Graphic Designer

March 2012 - November 2014

MCT Digital

Milwaukee, WI

- Trade show coordinating
- Shipping logistics
- Develop and design large format files for print and cut
- Company branding & marketing
- Web development

Administrative Office Assistant

August 2007 - April 2011

Peck School of the Arts, Dean's Office

Milwaukee, WI

- Greet and screen visitors and phone calls, relay messages, respond or take necessary action or refer to the appropriate person for resolution
- Gather information and prepare various reports, correspondence, and memorandums
- Interdepartmental liaison