



ESIGNS



(412) 736-8584 e.suzanne.allen@gmail.com /emily-allen-b45b7a247/

Experience

Lockbox Clerk

BNY Mellon-Pittsburgh, PA

August 2017-April 2022

Check auditing, with cross-training in data-entry fields and management tasks.

Case Manager

Necco-Hazard, KY

December 2016-August 2017

Participated in filing, resource building, custodial work, and public service.

Administrative Assistant

Hazard Community and Technical College -Hazard, KY

January 2016-March 2016

Helped with time management, organization/filing, technology management, event planning, surveying, and public service.

Education

Bachelor of Arts in Graphic Design & Media Arts **Southern New Hampshire University**

August 2020-January 2023

Education with a focus on print design, web design, and web development.

Bachelor of Arts in Human Services and Counseling **Lindsey Wilson College**

January 2015-December 2016

Education with a focus on human psychology and therapy methodology. Additional education in statistics.

Skills

- HTML Coding
- Adobe Creative Suite
 - Photoshop
 - Illustrator
 - InDesign
 - XD
 - Animate
- DSLR Camera Operation

- UX/UI Research and Design
 - Wireframing
 - Task Analysis
- Concept Design for Print
- Concept Design for Web
- Microsoft Office
- Peer Critiques
- Freelance Traditional Design