

Meagan Young

435.225.3748

meaganyoungdesign.com

young_meagan@hotmail.com

Overview ▪ Skills & Abilities ▪

Web & Print Designer. Recently graduated, but freelance work experience.

Computer & Information Technology

-Photoshop, Illustrator, InDesign, Flash, Dreamweaver, Fireworks, HTML, CSS, Microsoft Programs, Mac & PC, Computer Repair, Photography, 3D Animation

Interpersonal Skills

-Love meeting new people
-Effective communication skills

Secretarial Abilities

-Very organized and filing capable.
-Telephone Etiquette

Math Capabilities

-Taken Math 1050/1060/1065
-Average GPA in math classes: 3.9

Education ▪

Dixie State College of Utah 2008-2011 Graduation May 2011

Degree: Bachelor of Integrated Studies-Art/Visual Technology

Commutative G.P.A. 3.5

Degree: Associate of Science

Utah State Extension 2007-2008

Average G.P.A. 3.9

Box Elder High School, Brigham City, UT 2005-2008 Graduation May 2008

Commutative G.P.A. 3.75

Work Experience ▪

Lab Assistant (8/08-5/10)

Dixie State College (Smith Computer Center), Saint George, Utah

-Helped students with questions regarding the computer (mostly word processing/excel questions)

-Cleaned the computers and stations

Sales Associate (06/09-08/09)

Maurices, Brigham City, Utah

-Helped customers find clothes and outfits

-Made sales (I almost always met my goals set by my boss)

-Restocked clothes and placed out new clothes

-Counted money in the till and took remaining to the bank

-Cashed out customers

File Clerk (8/05-8/08)

Brigham Medical Clinic, Brigham City, Utah

-Alphabetized, updated and filed charts

-Helped manage phones

-Sorted and delivered mail, also prepared outgoing letters

References ▪

Joanne Tanaka

Manager of Clinic

Brigham Medical Clinic

(435) 734-2041

Carmen Fleming

Manager at Maurices

(435) 734-9601

Jared Johnson

Supervisor- Dixie State Lab Assistants

225 S. 700 E., Saint George, UT

(435) 652-7956

Jessica Wolf

Graphic Design Customer

(435) 237-7435