
Objective

To obtain a position in the digital arts field and continue expanding my knowledge in my field and beyond.

Education

George Mason University, January 2012
Bachelor of Fine Arts, Digital Arts/New Media Arts
Business Minor

Knowledge and Skills

Illustration, Animation, Photography, Graphic Design, Web Design

- ❖ Adobe Photoshop
- ❖ Autodesk Maya
- ❖ Adobe After Effects
- ❖ Adobe Illustrator
- ❖ Adobe Dreamweaver
- ❖ Adobe InDesign
- ❖ Adobe Final Cut Pro
- ❖ Adobe eLearning Suite
- ❖ HTML/CSS
- ❖ Microsoft Office

Recent Work History

Payroll Office Manager/Administrative Assistant IV

September 2014 – Present

Fairfax County Fire and Rescue Department
Fairfax, Virginia

- ❖ Maintaining personnel databases, files, and other HR-related data for approx. 1400 employees
- ❖ Tracking and correcting errors that occur within payroll reports every pay period
- ❖ Managing work schedules for employees whose schedules range from 8-hour days to 24-hour shifts
- ❖ Performing various actions on employee statuses (hiring, termination, retirement, promotions, demotions, and etc.)
- ❖ Setting up processes for hiring and/or terminating employees via NeoGov and FOCUS
- ❖ Tracking FMLA (Family and Medical Leave Act), parental leave, and leave donation records and usage

Training Coordinator/Administrative Assistant III

January 2013 – September 2014

- ❖ *Training Coordinator/Administrative Assistant II*
- ❖ *Administrative Assistant I*

April 2011 – January 2013
July 2007 – April 2011

Fairfax County Fire and Rescue Academy
Fairfax, Virginia

- ❖ Creating layouts for posters, flyers, invitations, retirement announcements, sympathy cards, and etc.
- ❖ Photo editing, image manipulations, and banner creation for staff
- ❖ Performing backup photographer/videographer duties
- ❖ Creating documents (manuals, reports, certificates, and etc.)
- ❖ Providing brief overview training to new employees or interns
- ❖ Ordering and maintaining office equipment, office supplies, and inventories
- ❖ Managing multiple training schedules and classroom assignments
- ❖ Entering and maintaining data through various computer programs

Additional Projects & Freelance Works

- ❖ Fairfax County Fire & Rescue Dept. – CPR T-Shirt Design
- ❖ Holly's Advice – Banner and Illustration work
- ❖ Sparkle Agency – Debbie Horovitch – Profile Illustration
- ❖ GMU Senior Project – “The Massacre” Animation
- ❖ Fairfax County Wellness/Fitness Center – Logo Project
- ❖ Fairfax County Safety & Personnel Services – DUI Prevention Poster

Awards

- ❖ Outstanding Academic Excellence in New Media Arts 2012

Additional Training & Education

- ❖ Animation Mentor – Character Animation Production Training
- ❖ The Gnomon Workshop – Professional Training for Artists
- ❖ iAnimate – Advanced Character Animation Training
- ❖ Fairfax County Government Employee Learning Center – Instructional Design

Volunteer Work

- ❖ Community Emergency Response Team (CERT) Program
- ❖ Special Olympics/Opening Eyes
- ❖ American Heart Association
- ❖ 4-Paws Animal Rescue
- ❖ Fairfax Regional Public Library

Other Certifications

- ❖ American Heart Association – Healthcare Provider (CPR and AED) Program

Extracurricular Activities

- ❖ Orchestra
- ❖ Fairfax Adult League Flag Football