



Kelly Gerrie

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301.751.7400
10595 Newport Church Rd,
Charlotte Hall Md

Designer Profile

Qualification Summary

Skilled, junior graphic designer with exceptional creative abilities, able to work in a variety of computer and traditional graphic design formats and environments. Exceptional personal and communications skills including extensive portrait work.

Interests

Writing, Drawing, Painting, Design, and Photography

Education

College of Southern Maryland
2011

- Associate of Arts & Sciences
- Associate of General Studies
- Certificate: Information Services Technology: Web Developer

University of Maryland
est. Spring 2014

- BA, Graphic Design

Knowledge

Knowledgeable

Software

Illustrator
InDesign
Acrobat
Dreamweaver
Photoshop
Microsoft Office
Premiere CS5.5
Quick books • Turbo Tax

Hardware

• Still SLR cameras including Canon,
Nikon D70
Film cameras/processing
Video/Sony DX2000

Adobe Flash
MS Access
Visual Studio
HTML, CT, VB
Digital Audio Workstation

Work Experience

Planckek, Inc. Waldorf, MD
Billing and administrative specialist

April 2013 to present

- Provided complete office support that included general office duties
- Scheduling and answering questions.
- Duties included general administration, company billing, creating and maintaining employee files, technical reports, data entry & maintenance, timekeeping, equipment acquisition, and inventory support.

Newport Hall, Inc.
Charlotte Hall, MD
Technical & Administrative Intern

2009 to present

- Provided administrative and technical support for IT planning, graphic design for website and documents, development, and evaluation.
- Duties included general administration, website maintenance and design, creating/maintaining employee files, taking portraits for certain circumstances, employment advertising, evaluation and correspondence, typing, technical reports, graphs/charts, data entry & maintenance, payroll, timekeeping, equipment acquisition, evaluating employee benefit packages, accounting, website design and inventory support. Provided annual instructional classes in photography and graphic composition packages, accounting, website design and inventory support. Provided annual instructional classes in photography and graphic composition.