

# Olivia Reyes

designer | illustrator

## About me

A young, ambitious designer looking for work in the Reno area, responsible, eager to learn, and attentive.

Mainly working with Adobe Illustrator and InDesign. Skilled in traditional art and Procreate as well as other art applications. Good at creating logos, corporate designs, as well as characters and icons.



## Contact

775-846-4780

olive.garden.arts.@gmail.com

@\_goldengossip\_

www.livbydesign.me

## Work Experience

### Michaels- Cashier, Sales Floor, Custom Framer

September 2021- Present

- Cashier and customer service experience
- responsible for sales of custom framing and ready-made frames, following and administering the workflow production system.

### Central Environmental Inc., - Administrative assistant July 2021 - August 2021

- Provided administrative support to ensure efficient operation of office.
- Answered phone calls, scheduled meetings.
- Carried out duties such as filing, typing, copying, binding, scanning etc.
- Maintained supplies inventory, placing and expediting orders for supplies.

### Icecycle Creamery & Pedalers Deli, 6147, Lakeside Dr, Reno, NV 89511- Sandwich Artist

September 2016 - May 2019

- Maintaining a high level of professionalism and efficiency in a hectic fast food work environment.
- Custodial duties, mopping, washing dishes, sweeping,
- Cashier services as well as balancing cash drawer

## Education

Reno, NV, Truckee Meadows Community College

Graphic Communications AAS  
Graphic Arts & Media Technology AA

Reno, NV, Galena High School Graduate,  
Class of 2017

## References

BlueBird Consulting

Alex Kizis

775-240-3143

alexkizis@mac.com

Alex Kizis was a consultant I worked with to design a logo for a client.