

## SKILLS

### Computer

HTML | ●●●●●

CSS | ●●●●○

ADOBE ILLUSTRATOR | ●●●●○

ADOBE PHOTOSHOP | ●●●●○

### Language

ENGLISH | ●●●●●

SPANISH | ●●●●○

## EDUCATION

### Front End Introduction

**AUSTIN CODING ACADEMY  
SUMMER 2016**

- Built a strong foundation in HTML, CSS, and JavaScript

### Dual B.A. in Linguistics & Spanish Linguistics

**UNIVERSITY OF TEXAS, AUSTIN  
FALL 2007 - SPRING 2011**

- Placed on Dean's List
- Invited to Phi Sigma Pi
- Studied abroad in Cadíz, Spain

## CONTACT

ablount21@gmail.com

(409) 351-2525

## WORK

### Creative Director

**GB DESIGN HOUSE | APR 2016 - PRESENT**

- Manages team of 5-10 in-house designers, reviewing content created to ensure company design aesthetic and printing standards are followed
- Confirms daily and weekly team goals and vendor deadlines are met
- Assists clients via email and Etsy messages with general questions, as well as tasked with remedying order issues with both clients and vendors
- Works with Adobe Illustrator and InDesign to design custom art for personalized party goods, marketing goods, invitations, and wedding suites, bringing client ideas to life
- Prepares design files for print per various vendor requirements
- Provides company training on design skills and new techniques
- Developed and maintains GBDesignHouse.com on Shopify.com upgrading a basic template with custom HTML coding
- Photographs and edits marketing photos for store listings and social media
- Improved efficiency and consistency of client interaction by implementing message templates for sending proofs

### Studio Manager

**FAME PARTIES, LLC | JUL 2011 - JAN 2016**

**SKYLAR REEVES PHOTOGRAPHY, LLC | JUL 2011 - JAN 2016**

- Responsible for all day-to-day operations of two nation-wide photography businesses, including all customer service, and processing client orders
- Marketed businesses via social media and email campaigns
- Managed on average 2 seasonal employees
- Curated schedules for 10+ photographers and thousands of clients
- Created and implemented new systems for clients and coworkers to create a more efficient and streamlined client experience and working environment

### Glazier + Opener/Closer

**CAFE MONET | JUL 2009 - JAN 2011**

- Glazed and fired pottery
- Balanced cash drawer while opening and closing
- Cleaned studio, welcomed customers with tour, instructed and assisted clients throughout their visit
- Ran parties for children and adults

### Receptionist

**TEXAS STATE OPTICAL | 2004 - 2008**

- Checked-in patients, answered phones, collected payments
- Gathered and explained insurance benefits
- Instructed patients in contact wear and care
- Performed preliminary vision tests