

Angela Paige



940 Sherwood Rd. Shoreview



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SUMMARY

Adaptable creative professional offering skills and expertise in graphic design, marketing, and social media. Strong creative ability, excellent interpersonal skills, works well independently or on a team. Able to multi-task and meet tight deadlines without sacrificing quality.

EMPLOYMENT

- 2015-Current** **Suntide Commercial Realty | Marketing and Graphic Designer**
- 2013-2015** **North Heights Lutheran Church | Graphic Designer, Social Media Manager and Website Manager**
- 2011-2013** **Roseville Lutheran Church | Desktop Publisher and Administrative Assistant**

EDUCATION

- 2015 Grad** **Real Estate | Licensed Real Estate Agent**
Kaplan University
- 2002 Grad** **Environmental Design | B.A.**
University of Minnesota
- 2004 Grad** **Landscape Architecture | Masters**
University of Minnesota
- 2000** **Denmark International Study**
- 2003** **Port Cities Study Abroad Program**

ACCOMPLISHMENTS

- Redeveloped and redesigned** several company websites.
- Designed, developed, and coordinated** various publications, posters, postcards, power point presentations, and e-mail newsletters.
- Maintained** website and social media accounts.
- Prepared compiled and revised** AutoCAD drawings and floor plans for company marketing.
- Monitored and updated** real estate listings.

ACTIVITIES

Volunteer Coordinator and Creator, Serve the Cities | January, 2014–December 2016

OFFICE SKILLS

- Design and Graphics
- Social Media
- Website Management
- PowerPoint Presentations
- Desktop Publishing
- Spreadsheets/Reports
- Calendar Management
- E-mail newsletters
- HTML

SOFTWARE SKILLS

- Microsoft Suite
 - Word
 - Excel
 - PowerPoint
 - Outlook
 - Access
- Adobe Suite
 - Photoshop
 - InDesign
 - Illustrator
 - Acrobat
 - PageMaker
- Other Programs
 - AutoCAD 2007
 - Microstation
 - WordPress
 - Aweber
 - Constant Contact
 - Survey Monkey
 - Web Conferencing