

## **Libby Rutan**

### **Graphic Designer**

3314 East Cedar Point Drive

Chillicothe, IL 61523

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[libbyrutandesign.com](http://libbyrutandesign.com)

## **Education**

Northern Illinois University, DeKalb, IL

**Bachelor of Fine Arts in Visual Communications**

*August 2013–May 2017*

## **Work Experience**

**Owens Design Group, Chillicothe, IL**

**Graphic Design Intern**

*May 2015–August 2016*

Worked with film processing machines and printers.

Developed knowledge and experience in production design, web design, vinyl installation, file organization and using design software. Communicated directly with clients to produce work that met their design needs and deadlines.

**Sigma Kappa Sorority, Gamma Zeta Chapter**

**Social Chairwoman**

*November 2015–November 2016*

Worked with advisors to complete contracts, security forms, and other necessary paperwork. Planned and coordinated semi formals and social events with members of other organizations. Developed time management skills while balancing academics and Sigma Kappa responsibilities.

**Chillicothe Park District**

**Lifeguard, Front Desk, & Slide Operator**

*May 2011–August 2015*

Worked as a lifeguard for three years overseeing the safety of patrons. Operated front desk and cash register for two years.

## **Proficiencies**

Adobe Creative Cloud

Photography

Drawing

Invision App

Wordpress

## **Activities**

ALGA Chicago Chapter

Hamilton Wood Type Workshop, *February 2016*

References available upon request

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