

Andrea Baumgartner

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www.AndreaBaumgartner.com

EMPLOYMENT

Freelancer, Consulting & Design 2008 – Present

- Develops marketing materials and branding to improve companies' public image
- Designs user-friendly interfaces that are content driven

Teller, Independent Bank, Midland & Essexville, MI 2006 – 08

- Efficiently & accurately verified all transactions; achieved 12 months of perfect balancing
- Worked with confidential & sensitive information regarding customers and their accounts
- Cross-sold bank products/services through a "sticky product" marketing strategy

Server, Bavarian Inn Restaurant, Frankenmuth, MI 2004 – 06

- Increased personal monthly sales by 22% through marketing of specials
- Prioritized tasks while finding ways to create more enjoyable experiences for each guest

Media/Community Relations Intern, Saginaw Spirit Hockey League, Saginaw, MI 2006

- Updated 11 weekly newsletters, informing people of upcoming events/team announcements
- Created proposals, feature articles, graphics, flyers, & signs using a variety of programs
- Attended 15 public events to foster relationships with the community
- Promoted mini-mascot naming contest, featured on Comedy Central's "Colbert Report"

Marketing Intern, IP3, Incorporated, Saginaw, MI 2006

- Conducted market research to identify and evaluate client leads in target market areas
- Developed telecommunication skills to market products & services to potential customers
- Designed/edited 13 newsletters to inform IT industry members of issues & upcoming events

Resident Academic Assistant, SVSU, University Center, MI 2004-05

- Produced original programming ideas, educational displays, & scholastic handouts
- Advised students, responded to academic concerns, & recommended student services

Receptionist/Administrative & Patina Support, Tallix Art Foundry, Beacon, NY 2003

- Created a database of projects by scanning photos, put pictures into portfolios for clients
- Meticulously prepared a museum-quality fine art sculpture collection

EDUCATION

BBA Marketing (Honors) 2006

Minor: **Communication**

Saginaw Valley State University, University Center, MI

GPA: 3.95/4.00

Honor's Thesis: *The Evolution of Masculinity: Marketing & the Appearance of Man*

Web Design Diploma 2009

The Art Institute of Pittsburgh, Online Division

GPA: 3.98/4.00

Computer Skills

SOFTWARE

Adobe

Acrobat

Bridge

Dreamweaver

Flash

Illustrator

InDesign

Photoshop

Graphics Tablet

MGI PhotoSuite III

The Print Shop 22

BUSINESS

Microsoft Office

Access

Excel

Frontpage

Outlook

PowerPoint

Publisher

Word

PROGRAMMING

XHTML (Adv.)

CSS (Adv.)

JavaScript (Beg.)

PHP (Beg.)

AS 2.0 (Beg.)

AS 3.0 (Int.)

MySQL (Beg.)

GENERAL

Windows XP

Mac OS X

Internet Research

Social Networking

75 wpm

FTP

Associations

