

# Victoria Slay

## Graphic Designer

### ABOUT

Hardworking from the age of 16. Creative. Very enthusiastic. Over three years in customer service. Dependable and patient. Very outgoing. Able to work well under pressure and in a team environment. Positive and upbeat. Also a quick learner, and doesn't mind getting her hands dirty. Loves to learn new things.

### CONTACT

504.312.9153

veeslay@gmail.com

victoriaslay.wix.com/portfolio

### SKILLS

- Proficient in Microsoft Office
- Extremely knowledgeable in Adobe Creative Suite ( InDesign, Illustrator, and Photoshop)
- Knowledgeable on Mac and PC
- Organization
- Coding - HTML/CSS

### EDUCATION

Bachelor of Arts  
with a concentration in graphic design

Southeastern Louisiana University /  
Hammond, Louisiana

May 2017

### ACHIEVEMENTS

- TOPS Opportunity Scholar  
(August 2012 - May 2016)
- President's List (Spring 2016)
- SCAD Challenge Finalist (2011)
- National Dean's List Society (2015)
- National Society of Leadership  
and Success (2016)
- National Art Honor Society (2011)

### EXPERIENCE

#### CSRS Inc. / Baton Rouge, LA / Oct. 2017 - Present

##### *Project Coordinator / Graphic Designer*

- Helped the proposal team by creating layout designs in Adobe InDesign for various RFP's, RFQ's, and SOQ's
- Print and bound various print material to be delivered and submitted for review for RFP's, RFQ's, and SOQ's
- Designed and laid out PowerPoints for presentations within the company brand standards
- Created flyers, brochures, and other print materials for meetings and events for various projects.
- Researched and organized personnel resumes to use for proposals.
- Created logos in Adobe Illustrator for projects and joint venture companies created by CSRS
- Designed and laid out final reports for projects in Adobe InDesign
- Took on-location photos to use for Proposals
- Created GIF animation for PowerPoint

#### Pelican State Credit Union / Baton Rouge, LA / Dec. 2016 - May 2017

##### *Design Intern*

- Created graphics for flyers, newsletters, and other print media using Adobe Illustrator, Photoshop, and InDesign
- Created graphics for internal newsletters
- Attended marketing meetings
- Assisted in branding an employee-wide event
- Photography for social media, the blog, and new employees

#### The Southeastern Channel / Hammond, LA / July 2016 - May 2017

##### *Web Assistant*

- Created graphics for flyers and home page news using Illustrator, Photoshop, and InDesign
- Updated weekly schedule using Google calendar and HTML
- Updated homepage news using HTML
- Edited and uploaded videos using Adobe Premiere Pro
- Took pictures for social media