



3745 S. 56th Street
Lincoln, NE 68506

(402) 770-9420

aprille.okimi@gmail.com



OBJECTIVE

To gain practical experience and knowledge in the fields of Graphic Art and Web Design.

WORK EXPERIENCE

Fall 2009 - Winter 2009

Graphic Design Intern/Volunteer

Saint Elizabeth Regional Medical Center

Lincoln, NE

Designing for print - brochures, forms, etc. Data entry and copy-editing for print pieces.

Summer 2006 - Summer 2007

Ministerial Secretary

Iowa/Missouri Conference of Seventh-day Adventists

West Des Moines, IA

Operated multiple phone lines, directing calls, answering questions, and taking messages.

Proof-read and edited various types of reports and letters.

Dealt with incoming and outgoing mail.

Data entry.

Summer 2005 - Summer 2006

Temporary Receptionist

Celebrity Staffing

Lincoln, NE

Performed various clerical duties for several different companies

Fall 2001 - Summer 2005

Switchboard Operator/Receptionist

Union College

Lincoln, NE

Operated multiple phone lines, directing calls for the college and the Women's Dormitory.

Supervised lobby/reception area.

Monitored cash box and security cameras.

EDUCATION

Fall 2007 - Fall 2009

B.A. in Graphic Design, emph. Small Business

Union College

Lincoln, NE

Fall 2001 - Spring 2005

B.A. in English, emph. Writing and Speaking

Union College

Lincoln, NE

SKILLS

Adobe InDesign

Adobe Photoshop

Adobe Illustrator

Adobe Flash

Adobe Dreamweaver

Quark Xpress

HTML/XHTML

CSS

Proofreading/Copyediting

Photography