



# ABIGAIL R. CARRETAS

7541 Foxglove Place Macungie, PA 18062 [abigailcarretas@gmail.com](mailto:abigailcarretas@gmail.com) Mobile: 484.866.5569

## QUALIFICATIONS PROFILE

Talented, creative, energetic, and dedicated professional offering a unique combination of creative skills. Experienced in Mac and PC environments, customer service, enthusiastic, organized, competitive, committed to professional growth and opportunity.

## EDUCATION

Bachelor's of Science, Graphic Design, *The Art Institute of Philadelphia*, in Philadelphia, PA. September 2008

- Worked throughout college career and earned a 3.4 G.P.A.
- Recognized on Dean's List
- Nominated for Best of Quarter, Publication Design: Fall 2007 and Layout Design: Summer 2006.
- Published two photos in school magazine, Pique Magazine

Associate's Degree in Visual Communications, *Lehigh Valley College*, in Saucon Valley, PA. January 2006

- Worked throughout college career and earned a 3.56 G.P.A.

## SPECIALIZED COURSES:

- Typography (Posters, Catalogs)
- Advertising (Posters)
- Layout Design (Catalogs, Brochures,
- Package Design (Logo Box, Tote Bag, CD Album Case)
- Corporate Identity (Brand Identity Guidelines)
- Interface Design (Information Designs – Signs)
- Collateral Design (Tags)
- Publication Design (Catalogs)
- Product Graphics (Labels – Olive Oil Bottle and Tote Bag)
- Image Manipulation (CD Album)

## EXPERIENCE

### *Office Assistant*

**Dr. Corazon Guerra, MD.** January 2009 – Present

- Ready patients charts for the day, take messages, schedule patients, insurance verifications, and organize.

### *Sales Associate*

**Bath & Body Works, Limited Brands,** November 2008 – Present

**Victoria's Secret, Limited Brands,** April 2006 – March 2008

- Greeting and welcoming clients. Making sure all clients that come to the store have received excellent service. Replenish and organize products

### *Graphic Design Intern*

**Allen Goel Marketing Company,** King of Prussia, PA, July 2008 – September 2008

- Created logos, business cards, postcards, web banners, photo retouches, posters, and worked as a team in order to provide excellent service for client satisfaction

### *Work Study Helper*

**Community Services for Children,** Allentown, PA, November 2004 – December 2006

- Played with the children in classrooms and helped teachers with activities
- Cleaned up and organized the classrooms and toys

### *Work Study Tutor*

**America Reads Program, Penn State Lehigh Valley,** Fogelsville, PA, October 2003 – May 2004

- Assisted teachers with classroom activities and helped students with reading

### *Student Library Assistant*

**Penn State Lehigh Valley Library,** Fogelsville, PA, October 2003 – May 2004

- Processed books at Circulation Desk
- Checked books in/out; sorted mail

## SKILLS:

- MAC & PC platforms
- Medics Premier (Lehigh Valley Health Network's Computer Program)
- Adobe Creative Suite (Illustrator, InDesign, Photoshop, Flash, Quark, Adobe Acrobat)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Freelance (Brand Identity)
- Teamwork