



Valene Sims

EDUCATION

University of South Carolina- Columbia, SC
Bachelor of Arts in Journalism and Mass Communications
Major: Visual Communications, Minor: Media Arts

COMPUTER SKILLS

Adobe Photoshop, Adobe Illustrator, Adobe InDesign,
Dreamweaver, Microsoft Word, Microsoft Excel, Quark XPress

EMPLOYMENT

Graphic Designer **SC Trend, LLC**

March '10- Present
Columbia, SC

- Design and layout of Greater Columbia Business Monthly and Greater Pee Dee Business Journal
- Advertisement Design
- Design promotional items for SC Trend
- Photography for featured stories

Freelance Graphic Designer **Manufactured Housing Institute of South Carolina**

Nov. '08- Present
Columbia, SC

- Design and layout 16-page quarterly magazine
- Design and layout four-page quarterly newsletter
- Attend and photograph annual meetings and conventions
- Coordinate music and slide shows for association events

Office Manager **Ambassador Animal Hospital**

Apr. '06- March '10
Columbia, SC

- Assist owner with enacting and enforcing office policies
 - Plan and officiate weekly office meetings
 - Manage client communications, schedule appointments, handle fee payment
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FREELANCE EXPERIENCE

Beth Akins Insurance Licensing Service Logo Design

September 2007
Rincon, GA

Ambassador Animal Hospital Website and Logo Re-Design

February 2008
Columbia, SC

Three Rivers Media Photo Re-touching and Slide Preparation for a Film

August 2008
Columbia, SC

Don Lee Construction Business Card Design

October 2008
Columbia, SC

Just 4 Kicks Event Planning Logo and Website Design

November 2008
Greenwood, SC

COLLEGE ACTIVITIES AND HONORS

- Membership Director and Secretary of Omega Phi Alpha National Service Sorority
- Columnist and Staff Writer for the USC student newspaper and magazine
- Co-Letter Writing Chair of Dance Marathon Executive Committee
- Dean's List
- LIFE, State-Record Company and Louis W. Cassels Scholarship Recipient