

Valene Sims

valene2102@gmail.com • valenesims.com

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, EFI Hagen, Microsoft Word, Microsoft Excel,
Prinerdy Digital Workflow System, Quark XPress

EMPLOYMENT

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|---|--|
| Graphic Designer
<i>The R.L. Bryan Company</i> <ul style="list-style-type: none">• Book cover design and layout• Design promotional materials for customers and R.L. Bryan• Edit or re-design customer files | June 2011- Present
Columbia, SC |
| Project Manager
<i>The R.L. Bryan Company</i> <ul style="list-style-type: none">• Enter job information for print projects• Prepare files for proofing and printing• Manage communication between customers and the plant | September 2010- June 2011
Columbia, SC |
| Graphic Designer
<i>SC Trend, LLC</i> <ul style="list-style-type: none">• Design and layout of Greater Columbia Business Monthly and Greater Pee Dee Business Journal• Advertisement Design• Photography for featured stories | March 2010- September 2010
Columbia, SC |
| Freelance Graphic Designer
<i>Manufactured Housing Institute of South Carolina</i> <ul style="list-style-type: none">• Design and layout 16-page quarterly magazine• Design and layout four-page quarterly newsletter• Attend and photograph annual meetings and conventions | November 2008- Present
Columbia, SC |
| Office Manager
<i>Ambassador Animal Hospital</i> <ul style="list-style-type: none">• Assist owner with enacting and enforcing office policies• Plan and officiate weekly office meetings• Manage client communications, schedule appointments, handle fee payment | April 2006- March 2010
Columbia, SC |
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RECENT FREELANCE EXPERIENCE

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| <i>William J. Biggins, D.M.D. & Associates</i> <ul style="list-style-type: none">• Brochure Design | March 2011
Camden, SC |
| <i>RadOnc Publications</i> <ul style="list-style-type: none">• Technical design and layout for the book <u>Radiation Therapy Essentials</u> | September 2010
Augusta, GA |
| <i>The Medal of Honor, Our American Heroes Foundation</i> <ul style="list-style-type: none">• Layout and design for the book <u>The Medal of Honor, Our American Heroes</u> | August 2010
Columbia, SC |