

# RACHAEL POTTS

## Education

2015 – 2019

### Cedarville University

Obtained a B.A. in Visual Communication Design with a concentrations in Graphic Design and Interactive Web Design, and a minor in Bible Theology.

## Experience

August 2016 – May 2019

### Cedarville University Mediaplex Assistant, Cedarville, OH

#### Responsibilities:

- Laminating class papers and education projects for students
- Color printing for both personal use and projects
- Selling paper supplies to students, teachers, and community members
- Binding books for student papers and books
- Answering customer request and questions

#### Diligent Time Management and Flexibility

- Efficient service to those who use the resource

May – August 2018

### Battle Ground Public Schools Graphic Design Intern, Battle Ground, WA

#### Responsibilities:

- Redesigning fliers for community education department events
- Illustrating engaging visuals for the school year
- Editorial layout design for a school emergency guide for parents
- Help with launching the new school website

## Technical Skills

#### Adobe Suite:

- Photoshop
- Illustrator
- Some DreamWeaver
- InDesign

HTML, CSS and SASS  
Wordpress

#### 3D Design

- Knitting
- Crochet
- Pottery

#### Microsoft Office Pro

- Word
- Excel
- PowerPoint
- Publisher

Mac and PC proficient  
Photography