







My Website

Portfolio

OLIVIA A. SHELDON

Fueled by success, I'm eager to help drive innovation. By understanding the big picture, I systematically use my design skills and unique sense of marketing to communicate and bring ideas to life. I am an adaptable, socially conscious, and extremely driven creator.

EXPERIENCE

SCREEN ENGINE/ASI

In-House Graphic Designer

SKILLS

PROFICIENT AT:

CREATIVE ANALYTICAL **DETAIL ORIENTED ORGANIZED SELF-MOTIVATED** TEAM PLAYER **ADAPTABLE EFFECTIVE COMMUNICATOR QUICK LEARNER**

08.2023 -**PRESENT** Hybrid

- Design large-scale multi-page digital tools for new business opportunities from concept to completion within a timeframe and on budget.
- Helped open a new company branch by designing logos, and curating digital graphics and templates for live data presentation.
 - Communicate with multiple departments to independently propose,
- and supply mockups. Create designs to satisfy the given project limits.

ANNE ROBIN CALLIGRAPHY

Designer

Adobe Suite Rhinoceros 3D

AutoCAD

Revit

iMovie

Social Media

Canva

Microsoft 365

Google Suite

3D Physical Modelling

Working Knowledge In:

INTERESTS

SketchUp, Enscape

05, 2023 -**PRESENT** Remote

- Create aesthetic layouts and compelling designs for high-end clientele events-- such as invitations, menus, and signage using custom vector art, unique fonts, and other digitally translated art.
- Assist owner with design consulting and idea collaboration.
- Deliver professional package files fitting diverse needs in a fastpaced, deadline specific time-frame.

OVERHEARD

Diaital Design Content Creator

2022 - 2024 Remote

- Create designs and deliver on-demand graphics for brands and campaigns in LA social media platform with 1.6M+ followers.
- Success led to project growth and expansion from Los Angeles target audiences to other major markets such as New York City and London.

ECO PROMOTIONAL PRODUCTS, INC. Marketing & Communications Assistant

SPEC MAGAZINE

Designer

INDEPENDENT **ENTREPRENEURSHIP**

Developing business tools and processes; ie. ideation questionnaires

Promotion of sustainable upcvcling and resell vintage clothing projects

Large-scale art commissions in commercial and community spaces

LABELLE FOUNDATION. ANIMAL EDUCATION AND RESCUE Volunteer

> **PUZZLE SOLVING** Mathematics and logic

TRAVELING FOOD EXPERIMENTATION

2020 - 2022 Hybrid Intern

Designed multi-media marketing materials elevating company's unique social and environmental goals. Effectively collaborated with a team.

2023 -Present Remote

- Delivered quick turn-around mock-ups, vector translations, image editing to assist sales force and drive business success.
- Developed a company brand color guide, templates, and social media marketing tools elevating the company brand to stand out in a competitive marketplace.

EDUCATION

UNIVERSITY OF SOUTHERN **CALIFORNIA**

Los Angeles, California 2019 - 2024

Bachelor of Architecture (B.ARCH) (5-year program)

3.7 GPA

Magna Cum Laude

VERNON HILLS HIGH SCHOOL

Vernon Hills, Illinois 2015 - 2019

Seal of Biliteracy (Spanish) **National Honors Society**

Junior/Senior Leadership Program 2018-2019 Illinois State Scholar

4.2 GPA

Referrals and letter of recommendation available upon request.

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