

Kimberly Graesser

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8844 High Point Dr, Prosper, TX 75078
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Education:

Bachelor of Science in Multimedia Authoring and Communication, Magna Cum Laude
Sam Houston State University, Huntsville, TX May 4th, 2002
Grade Point Average: 3.70

San Jacinto College Central, Pasadena, TX 08/98 - 12/99

Applicable Courses:

Graphic Design I & II	Computer Animation	Digital Painting
Website Development	Computer Based Imaging	Single Camera Editing
Cisco Networking I & II	Technical Writing I & II	Communication Law
Digital Photography	Desktop Publishing I & II	
Interpersonal Communication	Writing for Media	

Employment:

Administrative Assistant to the Planning & Development, Town of Little Elm, Little Elm, TX 10/04-2/08
Processed applications for plats, zoning changes and variances
Researched new software for Planning and Building Inspections
Took and distributed minutes at Planning and Zoning Commission meetings
Designed flyers and other promotional materials for Parks & Recreation events
Updated areas of the city webpage

Art & Promotional Director, Oni-Con Anime Convention, Houston, TX 12/03-7/06
Created flyers & posters and designed all convention merchandise
Updated convention webpage
Coordinated group of artists

Administrative Assistant to the President, Dallas Christian College, Dallas, TX 7/02-10/04
Designed new layout for and maintained college web page
Entered donation information on a daily basis
Composed and typed cover letters, press releases and memos
Organized and promoted Southwest Leadership Conference for local church leaders
Wrote, designed, and distributed 3,500 college newsletters quarterly

Freelance Web Page Designer, Arts & Culture for City of Huntsville, Huntsville, TX 1/02-2/02
Created new layout for page
Implemented user-friendly navigation
Edited and updated pictures and content

Media Chairperson, SHSU Baptist Student Ministry, Huntsville, TX 8/00-5/01 (volunteer)
Produced flyers, posters, banners, and pamphlets
Created and updated organization's web page and email list
Achieved increased attendance at BSM functions through promotions
Generated and maintained deadlines
Designed and produced organization's T-shirt

Supervisor, Deer Park After School Program, Deer Park, TX 8/99-12/99 (Aide from 10/98-5/99)
Responsible for over 40 children and two employees
Prepared lesson plans and organized field trips for 80 children
Processed absence, injury and discipline reports
Maintained confidentiality pertaining to children's records

Honors:

Dean's List - Fall 2000 through Spring 2002
National Dean's List - Spring 2001

Golden Key National Honor Society

Computer Skills:

Adobe PhotoShop & Illustrator	Microsoft FrontPage	Graphical layout creation
Adobe Premiere	Microsoft Word & Excel	HTML and limited C++
Lightwave Animation	Quark Express	Frames, Image maps, Layers
Macromedia DreamWeaver	Paint Shop Pro	Implement: JavaScript, CGI,
Macromedia Flash	Bryce 3D Imaging	PHP, DHMTL