

ASHLEY MILLER

GRAPHIC DESIGNER

2445 Mine Rd, Mascot, TN 37806
865-254-5673

ashley@moonrosearts.com | moonrosearts.com/graphics | www.linkedin.com/in/amiller1792

PROFILE

- Motivated self-starter
- Detail oriented
- Fast learner
- Team-player
- Ability to keep a level head in a fast paced work environment
- Deadline driven
- Strong work ethic
- Welcomes corrective criticism

SKILLS

- Adobe Suite
- Photography and Photo Editing
- Darkroom
- HTML and CSS
- JavaScript
- Wordpress
- Procreate
- Canva
- Social Media Advertising
- Microsoft Office Suite
- AutoCAD drafting program
- Conflict Management
- Data Security Training
- Proficient with MAC and PC

WORK EXPERIENCE

ATH CABINET DOORS, SEVIERVILLE, TN

Graphic Designer

September 2024-Present

- Build and maintain company website using WordPress and the Adobe Suite.
- Maintain Social Media presence by creating and posting eye catching posts, GIFs, Reels, Shorts, and videos
- Launch email campaigns to generate new customers.
- Build and maintain current and accurate brochure of products. with drawn-to-scale illustrations of product edges and profiles.
- Create spreadsheets for order forms, accounting, and general office needs.

INFORMATION TECHNOLOGY CONTRACTOR, KNOXVILLE, TN

Contractor

February 2019-Present

- Smart hands tech assignments
- Data migrations and software roll outs
- Office equipment relocation
- POS hardware installations
- VoIP and PSTN Telephone installations
- Executed role of Lead Tech in hardware installations
- Received excellent reviews with flawless attendance record for jobs completed on the Field Nation Tech App

ASHLEY MILLER

GRAPHIC DESIGNER

2445 Mine Rd, Mascot, TN 37806
865-254-5673

ashley@moonrosearts.com | moonrosearts.com/graphics | www.linkedin.com/in/amiller1792

GLOSSY FINISH, PIGEON FORGE, TN

Seasonal Remote Graphic Designer

May 2021-Present

- Design professional posters using action photos taken of participants during weekly youth baseball tournaments
- Design and edit high quality posters while adhering to the Glossy Finish and Ripkin Experience branding
- Successfully create and print thousands of posters throughout the tournaments
- Play a pivotal role in aiding the Glossy Finish team to reach and exceed all sales goals each week

GHOST AND HAUNT TOURS OF GATLINBURG, GATLINBURG, TN

Tour Guide

March 2020-May 2021

- Lead tour groups ranging from 4-30 people
- Told creepy and entertaining stories about Gatlinburg's past
- Trained guests about paranormal investigation along with how to use the devices associated
- Received all positive reviews on Trip Advisor page

DIPATRI & FRIENDS DESIGN, KNOXVILLE, TN

Design Intern

October 2020-December 2020

- Assisted designer with an ongoing photography project
- Planned, researched, and executed a themed photo shoot
- Learned photo shoot techniques using a digital camera
- Used Adobe Photoshop to edit and composite photos

UNITED PARCEL SERVICE, KNOXVILLE, TN

Front Line Supervisor- Air Dock

September 2011- August 2019

- Managed and coordinated employees
- Trained safe and efficient work methods
- Kept records of documented training and trailer seal numbers
- Used conflict management techniques to manage employees
- Ensured safety and security of the Air Operations Department
- Scored high on all audits
- Successfully aided in lowering service failures after a change in the system

ASHLEY MILLER

GRAPHIC DESIGNER

2445 Mine Rd, Mascot, TN 37806
865-254-5673

ashley@moonrosearts.com | moonrosearts.com/graphics | www.linkedin.com/in/amiller1792

YARBROUGH CONCRETE POLISHING, KNOXVILLE, TN

Office Assistant

2008-2009

- Located potential projects
- Estimated jobs, wrote proposals, bids, and invoices
- Read contracts and blueprints
- SEO and Google ad words
- Research and marketing
- Web design
- Social media management
- Data entry
- Customer Service and Sales
- Office organization and management

EDUCATION

PELLISSIPPI STATE COMMUNITY COLLEGE

Media Tech-Web and Print Design

2016-2021

DEGREES AND CERTIFICATIONS:

- Associate of Applied Science
- Web Page Authoring Certification

ACADEMIC ACHIEVEMENTS:

- 3.93 GPA
- Dean's List 2020
- Phi Theta Kappa Honor Society

REFERENCES

References available upon request.