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# SHARON CLEMENTE

## EDUCATION

**Graphic Design Bachelor of Science**  
Full Sail University-Online  
Grad Date: 29 October 2021  
GPA 3.95

**Diploma of Multimedia Design**  
Tennessee College of Applied  
Technology  
Grad Date: April 2019

**Financial Management Associates**  
Community College of the Air Force  
Grad Date: February 2007

## SKILLS

Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Adobe XD  
Adobe Dreamweaver  
After Effects  
HTML5/CSS  
Logo Design  
Layout Design  
Web Design  
Microsoft Office  
Proficient with Mac & PC  
Customer Service & Support

## MEMBERSHIPS

AIGA - Nashville

## WORK HISTORY

### Graphic Designer | B&P Printers

*November 22, 2021 - Current*

- Get files ready for print to printing plates and other printers.
- Design business cards, bookmarks, envelopes, forms, signs and various other items for customers.
- Submit design files to outside vendors.
- Make copies and assist walk-in customers.
- Take payments for invoices.

### Freelance Graphic Designer | Student

*October 2020 – October 2021*

- Designed a wordmark logo for online swimsuit retail store.
- Created two static menu designs for local restaurant.
- Proficient in job-related software, including InDesign, Adobe Creative Suite and Photoshop. Experienced in creating designs, sample layouts and concepts with limited direction.
- Hardworking and passionate jobseeker with strong organizational skills eager to secure junior graphic design position. Ready to help team achieve company goals.

### DoD Financial Services Specialist | NRO

*June 2013 – February 2017, NRO Chantilly, VA*

- Reviewed and processed contract obligations and modifications.
- Processed, updated and maintained EFT records.
- Processed novations for contractors.
- Processed close-out contracts from Settlements team including changing status in system.
- Compiled office metrics for spreadsheet and slides for upper management.

### Finance Services Specialist | NRO

*March 2008 – June 2013, Chantilly, VA*

- Team lead for reconciling official account monthly.
- Reviewed and certified payment vouchers.
- Served as the travel expert for Civilian and Military regulations.
- Supervised USAF military and civilians.