

Andrea Rae Georgas

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EDUCATION

Savannah College of Art and Design, Savannah, GA (2005 - 2008)
Bachelor of Fine Arts, Illustration

- Dean's List, 2006-2008
- Artistic Scholarship, 2005-2008
- Academic Honors Scholarship, 2005-2008

INTERNSHIPS

Gulfstream Communications; illustration intern - 2009
Charleston, SC

RELATED WORK EXPERIENCE

CIVVIES: New & Recycled Clothing; key holder - 2011-present
Savannah, GA

Responsible for opening/closing the store, buying current trends of clothing into the store based on season/demand, executing visual displays, performing sales & providing customer service.

Banana Republic; visual merchandising - 2010-2011
Saratoga Springs, NY

Executed visual displays, painted murals according to season, performed general sales & provided customer service.

Camp Linden; art director - 2010
Linden, MI

Responsible for assigning tasks to staff, created lesson plans for girls ages 6-18, kept track of the department's budget, recorded inventory & provided a schedule.

Volcan Gallery; gallery prep - 2009-2010
Chicago, IL

Assisted owner in gallery set-up/take-down, curated gallery shows & processed donations.

Mack & Associates; administrative assistant - 2008-2010
Chicago, IL

Filled reception, administrative & data entry openings for several clients in the Chicago-land area.

Catherine Ward House Inn; receptionist - 2008
Savannah, GA

Answered phone calls & e-mail, booked reservations, checked guests in, invoiced clients, updated expenses in expense book, payroll & typed various documents.

SOFTWARE/COMPUTER LANGUAGES

Proficient: Adobe®Photoshop®, Illustrator®, Microsoft®Word, Excel®, PowerPoint®, Hypertext Markup Language (HTML), File Transfer Protocol (FTP) upload

Familiar: Adobe®InDesign®, Dreamweaver®, Bridge®, Corel Draw®

References are available upon request.