

LIBBY DRAKE

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SUMMARY

Recent design graduate with over two years of experience in print and digital media. Track record of successfully executing design process from concept to completion. Organized, detail-oriented team-player with administrative, leadership, and client relations expertise. Passionate creative with experience designing book covers, seeking a role in the publishing industry.

EDUCATION

BFA in 2D Animation | Rocky Mountain College of Art & Design | Denver, CO

2019 – 2022

- Achievements: Dean's Honor Roll 2019, President's Honor Roll 2019 & 2021, BroadcastHER Scholarship Recipient.

WORK HISTORY

Freelance Graphic Designer | Self-Employed | Orlando, FL

May 2020 – Present

- Demonstrate in-depth knowledge of design principles and software, ranging from typography to photo editing.
- Conduct outreach to obtain clients and communicated clearly to understand their needs and fulfill their vision.
- Designed book cover for romantic comedy novel, completing process from ideation to execution. Developed digital image files to be used in print, oversaw typography, prepared graphics and images for print, and designed composition, layout, and color elements. Used Adobe Suite and Canva to develop compelling visual effects.
- Ran an Etsy shop, yielding over 600 sales of digital products. Designed and animated graphics for online clients.

Walt Disney Resort | Orlando, FL

Attractions Hostess

May 2022 – Present

- Deliver exceptional customer service by answering all questions, coordinating with security, and providing thorough information about directions, services, attractions, and more. Create a positive atmosphere for all guests and workers.
- Oversee risks and manage attractions to adhere to all safety procedures. Communicate clearly and professionally.

Monorail Pilot & Hostess

Aug. 2021 – May 2022

- Completed checklists to reduce safety concerns, managed daily operations to adhere to all schedules and processes.
- Communicated with respect, friendliness, and professionalism to create an enthusiastic guest experience.
- Solved problems in a fast-paced environment. Learned new skills quickly to enhance productivity.

College Program Cast Member

Aug. 2016 – Jun. 2017

- Ensured safety of all guests and visitors, communicated and collaborated with team to ensure smooth operations.
- Led the team by training new cast members and teaching Disney's customer services standards.
- Received a letter from president of Walt Disney World, George Kalogridis, honoring achievements in guest service.
- Received "Four Keys Cards" from leaders and was recognized on Twitter by guests for exceptional customer service.

Philanthropy Streamer | Various Charities | Castle Rock, CO

May 2020 – Dec. 2020

- Planned and implemented fundraising events, obtained corporate sponsorships, and set up matching gift donations to achieve financial goals. Edited content using After Effects to develop compelling graphics that engaged viewers.
- Cultivated impactful social media presence on Twitch and Instagram platforms. Raised \$10K in 8-months.

Activities Supervisor | Huka Prawn Park | New Zealand

Mar. 2019 – Oct. 2019

- Guided guests through a 30-minute tour of the park. Trained new employees and oversaw customer support.

Administrative Assistant | University of Otago, Dunedin | New Zealand

Jan. 2018 – Nov. 2018

- Contributed to team's operational success through an organized approach. Managed paperwork, documentation, and recordkeeping. Held receptionist and coordinator duties, liaising with stakeholders, students, and guests.
- Served as knowledgeable International School coordinator to students studying abroad, managing and scheduling classes, activities, lodgings, and meals for over 30 students. Organized meetings for leadership and administration.
- Identified areas for improvement in systems and operations and suggested solutions. Increased productivity.

Bookseller | Barnes & Noble | Lone Tree, CO

2015 – 2016

- Designed and implemented pop culture themed displays and received an award in the national newsletter.
- Trained new employees about inventory, customer service, and company policies.
- Served customers by answering questions, promoting memberships, coordinating events, and recommending books.

SKILLS

- Software:** Adobe Suite (Premiere Pro, Illustrator, Photoshop, InDesign), Microsoft Office, AutoDesk Maya, Canva.
- Leadership:** Communication, client relations, organization, multi-tasking, data management, deadline driven, flexibility, adaptability, collaboration, self-motivated, customer service, administrative oversight.
- Graphic design:** Hand-drawn animation, character creation, lettering, typography, illustration.