



**rebekah macha-williams**

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#### education

Associate Degree of Applied Arts in Graphic Design & Illustration • 2009

Madison Area Technical College • Madison, WI

Deans List Fall 2006-Spring 2009 • 3.8 GPA

High School Diploma • 2003

Hartford Union High School • Madison, WI

Graduate with Honors

#### special projects & freelance work

Saint Maria Goretti Parish & School • Madison, WI • 2008-09

- Donated design services for 2008 and 2009 Fall Fund-raising Auction
- Designed flyers, tickets, programs, and signage for event

Seeds of Hope • Madison, WI • 2008

- Created registration materials for 2008 Breakfast with Miss America

Bare Esthetique • Madison, WI • 2008

- Created logo and business card

Red Ink Editorial Services • Madison, WI • 2009

- Created company web site

#### skills & strengths

Technical Skills

- Proficiency in Adobe Illustrator, Photoshop, and InDesign and as QuarkXPress
- Proficiency in Microsoft Word and Excel
- Working knowledge of Adobe Dreamweaver, HTML and CSS coding

Personal Strengths

- Highly organized with a proactive work style
- Ability to meet deadlines
- Strong communication skills in customer and coworker interactions

#### employment

Retail Store Manager

Victor Allen Coffee • Madison, WI • 2004 - present

- Responsible for the day-to-day management and operations of two coffee shops
- Responsible for hiring, training, scheduling and employee development
- Developed strong customer service and employee relation skills
- Other duties included: ordering, inventory, payroll and cash management
- Received state certification in Food Management and Wisconsin Health Department Award for Food Safety

#### references & portfolio

Available upon request

View online portfolio at [www.williamsdesignconcepts.com](http://www.williamsdesignconcepts.com)