

NICOLE KURTZ

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NICOLEKURTZDESIGN.COM
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SKILLS

- INDESIGN • ILLUSTRATOR
- PHOTOSHOP • CORELDRAW
- HTML/CSS
- MICROSOFT OFFICE

WORK EXPERIENCE

SCHEDULING SPECIALIST

KMS Brain Rehab Facility (Part Time)
| 2018 - Present

- Schedule programmatic and personal activities for staff and residents
- Manage community relationships
- Design marketing for associated non-profit
- Organization of files
- Photography

DESIGNER / LASER ENGRAVER

| 2017 - 2018

- Created and altered designs to be laser engraved
- Found creative solutions to engraving unique materials
- Honed time management while juggling multiple projects

GRAPHIC DESIGNER & ACCOUNT EXECUTIVE

Freelance (Part time)
| 2014 - Present

- Bedford Falls Book Fairs:** Create book fair flyers, literacy journals, bookmarks, business cards, school financial calculation forms and more!
- Organic Trade Association:** Yearly design of trade show booklets.
- F&S Produce:** Design product labels and trade show banners.
- Jerry Jones Direct Marketing:** Marketing design for Dental Practices and Financial Advisors. Develop marketing plans and current client up-sells.

EDUCATION

ALAMANCE COMMUNITY COLLEGE
Associate in Graphic Design
2015 - 2017

Web Design Certificate
2015 - 2016