# Cassandra Van Dell

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Design Portfolio: www.cvandell.com

**Education**

**The University of North Dakota  l  Graphic Design Technology**
Grand Forks, ND
Bachelors Degree, College of Business, May 2016

**Alexandria Technical College  l  Communication Art and Design**
Alexandria, MN
Associate in Applied Science Degree, May 2009

**Professional Skills**

• Demonstrated ability to produce a wide variety of graphic products for print and web
• Ability to take concept designs and create visuals that grab the audience's attention
• Able to multi-task and meet demanding deadlines
• Excellent communications skills with clients and coworkers
• Proficient on both Apple and Microsoft Windows operating systems
• Extensive professional experience with the following programs:
  - Adobe InDesign        - Microsoft Office Suite        - WordPress
  - Adobe Illustrator      - Lightroom                          - Onmi Update
  - Photoshop               - Dreamweaver                   - AutoCad / SolidWorks 3D

**Honors**

• 2016 University of North Dakota Cum Laude GPA Honors
• 2015 UND 5 Years of Service Award
• 2010 Above and Beyond Award from University of North Dakota Aerospace
• 2009 AdFed Central Designer Addy Awards - Silver Award for Caribou Coffee Campaign
• Dean's List 2008-2009 at Alexandria Technical College
• Presidential Scholarship from POS Printing Company

**Employment**

**Administrative Assistant  l  The University of North Dakota**        *December 2012 - Present*
**Department of Petroleum Engineering and the Institute for Energy Studies**
• Maintain departmental websites and comply with the University Design Guidelines
• Design all department marketing materials and tradeshow booth displays
• Photograph and film the development of research projects
• Maintain student files for the Department of Petroleum Engineering
• Coordination of all departmental meetings and events
• Format proposals and reports to meet requirements for federal and state agencies
• Assist in the preparation of reports and publications
• Compile student enrollment data and maintain database of student files

**Publications Assistant  l  The University of North Dakota**        *September 2009 - December 2012*
**John. D. Odegard School of Aerospace Sciences**
• Design and layout documents to be used within the University of North Dakota's Aviation Program
• Develop and maintain the Aerospace Publications website
• Create vector images to be used in aircraft manuals for training purposes
• Prepare publications for professional printing and online use
• Manage multiple projects at once, ensuring they are done correctly and on time
• Edit all copy to be used in flight training publications
• Photograph aircraft and edit images to be used on the web or for printed media
• Develop and modify templates for manuals and websites
• Estimate the cost of publications, including all materials and time
• Create motivational posters for Flight Operations
• Inventory auditing and upkeep

**Graphic Design Intern l The North Valley Arts Council**        *January 2011 - May 2011*
• Design marketing materials to promote art in the Greater Grand Forks area
• Attend and photograph events sponsored by the organization
• Update website and maintain files

**Part-time Production Assistant/Camera Operator  l  WDAZ TV**        *May 2009 - December 2009*
• Prepare graphics and banners to be used during the news broadcasts
• Communicate clearly on set to prepare news anchors for live television and commercial breaks
• Prepare guest speakers for the show and ensure they are prepared for their telecast
• Ensure proper lighting on set for the live production
• Operate video cameras on the set