

Laura Verbrugge

Education:

Dec 2009 {Magna Cum Laude}
Waldorf College | Forest City, IA
Bachelors of Arts in Communications {print emphasis}

Relevant Courses:

Visual Communications, Web Design, Publication Design, Digital Imaging, Editing, News Gathering/Reporting, Mass Media Communications

May 2006

West Hancock High School | Britt, IA
High School Diploma

Software:

Adobe:

Illustrator, InDesign, Photoshop, Dreamweaver

Microsoft Office:

Word, PowerPoint, Excel

Visual Basic

*** both Apple and Windows proficient*

Work Experience:

Sept 2011-present

Graphic Designer/Customer Service Representative
Community QuickPrint | Mason City, IA

Create and print print orders for walk-in and corporate customers.

Worked with business cards, banners, postcards, tickets, flyers, posters, wedding invitations/save the dates/programs, stickers, decals, etc.

July 2010-Aug 2011

Sales Assistant/Paginator/Graphic Designer/Event Planner
Globe Gazette | Mason City, IA

Assisted sales representatives in day-to-day tasks: order entry, ad proofing, contacting customer.

Prepared layouts for special sections.

Designed sales pieces and advertising.

Assisted in the planning of the Women's Expo and BBQ Bash.

Work Experience (continued on back):

2700 N Shore Dr
Unit J13A
Clear Lake, IA 50428

Cell:
515.571.9529

E-Mail:
verbrugge.laura@gmail.com

Portfolio:
www.Laura-Elise.com

*** references available on request*

Work Experience (continued from front):

Feb 2010-July 2010

Admissions Counselor

Waldorf College | Forest City, IA

Communicated with and assisted perspective students in working on admittance to Waldorf College.

Visited high schools and community colleges meeting with students, faculty, and staff.

Designed information pieces for Open Houses events.

Summer 2007, 2008, 2009

Head Guard/Manager/Instructor

Clear Lake Aquatic Center | Clear Lake, IA

Coordinated, supervised, instructed, and evaluated Red Cross swim lessons.

Trained and supervised staff.

Assisted in development of appropriate procedures to ensure safety of pool patrons.

Aug 2007-May 2008

Receptionist | About Face Spa

Forest City, IA

Answered phone calls.

Took payments.

Set appointments.

Summer 2005, 2006

Office Assistant | Farm Advantage

Belmond, IA

Filed orders.

Entered payments.

Archived paperwork.

Activities:

Yearbook/Magazine: *Layout Editor, Copy Editor, Photographer*

Newspaper: *Photographer*

Fine Arts: *Choir, Saint Christopher Chorale, Wind Symphony,*

Theatre {public relations}

Resident Life: *Resident Assistant*

SWAT {Student Life}: *Vice President, Public Relations*

Campus Ministries: *Exit to Hope, FCA*

Tutor: *Mathematics, Accounting, Editing, Visual Communications,*

Publication Design, Web Design

Teacher Assistant: *Visual Communications, Web Design*

Volunteer: *Bash on the Farm*

Freelance: *Passport Media Creations, Laura-Elise Creatives,*

Sander's Photography