

LAURA ELIZABETH RUNNYAN GERTZ

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EDUCATION

School of Advertising Art (Kettering, OH)

Associate of Applied Business in Advertising Art
(Anticipated Graduation May 2010)

Graphic Design major

Academic Honors: Dean's List

Student aide, open house portrait artist

Miami University Oxford (Oxford, OH)

Interdisciplinary Studies major (2005 – 2008)

Major coursework: Women's Studies, Sociology,
English, Spanish, Japanese

Executive board member of Spectrum (campus
gay/straight alliance), executive board member of
MUO Women's Choir, freelance graphic designer
for various student organizations

SKILL SET

Print

Adobe Creative Suites 1–4, Microsoft Office, iWork,
Cinema4D, traditional media

Interactive

Dreamweaver, Flash, iMovie, Garage Band, all web
browsers, fluent in HTML and CSS

Other Skills

Copywriting, research, translation, customer
service, data entry

EXPERIENCE

Internship & Freelance

Five Rivers MetroParks (Dayton, OH)

November '09 – Present

Brochure redesign, image editing

Updated brochures to current brand standards;
gained insight into design and approval process

Freelance

Wegerzyn MetroPark/Ed Lehman (Dayton, OH)

December '09 – January '10

Brochure redesign, vector illustration

Kroger Marketplace

Middletown, OH (May '07 – September '07)

Bakery Associate

Customer service, visual merchandising, cake
designing, baking, other duties as assigned; used
creativity in the workplace to great effect, attention
to detail in deadline-driven environment

Applied Research Center

Middletown, OH (May '06 – August '06)

Research assistant

Giving state safety surveys over the phone, data
entry; developed advanced service/people skills and
excellent Excel/data entry skills

Miami University Middletown

Middletown, OH (June '04 – August '04)

Student aide

Data entry, filing, printing and copying, sign-
making, label-making, other duties

Became familiar with the office environment, the
Microsoft Office programs, keeping documents
organized, and time management