



HANNAH GRAVES

Saginaw Valley State University — Graphic Design Student

CONTACT

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EDUCATION

HIGHSCHOOL DIPLOMA

Clarkston High School
August 2017 - May 2021

BA IN GRAPHIC DESIGN

with a minor in Computer Science
& Information Systems

Saginaw Valley State University
August 2021 - May 2025

SKILLS

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
HTML & CSS Code
Java Script
Google Drive Applications
Microsoft Office Suite
Customer Service
Time Management
Collaboration & Communication
Adaptability & Quick Learner

PORTFOLIO

<https://hannahryanne3.wixsite.com/hannahrgraves>

PROFILE

A dedicated SVSU Senior with a strong graphic design background, supported by a Digital Marketing Certificate and three years of Adobe proficiency in on-campus roles. Currently serving as Cardinal Dance PR Chair/Social Media Manager. Executed various design projects during an on-campus internship and as an E-Board member in two student organizations, including t-shirts, flyers, program booklets, and social media content using Adobe software. Notably, designs were chosen for prestigious campus apparel like the Battle of the Valleys and Forever Red t-shirts for Fall 2023, a distinction awarded annually at SVSU.

EXPERIENCE

GRAPHIC DESIGN INTERN

Saginaw Valley State University Communications, University Center, MI

September 2023 - May 2025

- Utilized the latest versions of Adobe Illustrator, Photoshop, InDesign, Acrobat, Dreamweaver, and Lightroom to create high-quality designs.
- Applied branding standards to all design requests, ensuring consistency and adherence to brand guidelines.
- Created templates for various types of media to maintain consistency and quality across projects.
- Mocked up items to visualize final products, aiding in client presentations and internal reviews.
- Managed design requirements efficiently, maintaining strong communication with clients to understand and meet their needs.
- Handled multiple projects simultaneously, meeting deadlines while ensuring attention to detail.

MARKETING ASSISTANT

Play All Media/Dave Smith State Farm, Clarkston, MI

May 2023 - August 2024 & Holiday Season: December 2023

- Assessed marketing needs based on parameters set by State Farm, ensuring alignment with company standards.
- Completed all graphics services, including designing, ordering, and heat pressing, in a timely manner.
- Responded to routine inquiries and referred patrons to insured agents for professional assistance.
- Demonstrated proficiency in proper cash and card handling procedures for payments in person and over the phone.

HOSTESS & RETAIL ASSOCIATE

Rainforest Café, Auburn Hills, MI

Summer Employment: May 2022 - August 2022 & Holiday Season: December 2022

- Greeted and seated guests, contributing to a positive customer experience.
- Managed reservations using Opentable, showcasing proficiency in time-management and scheduling.
- Demonstrated expertise in proper cash handling procedures and maintained accurate cash drawer balances.
- Ensured store cleanliness and efficiently stocked shelves with products to meet customer demand.