

# Gianna Galioto

Graphic Designer

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## EDUCATION

**Dominican University, River Forest, IL**

*B.A. in Graphic Design*

GPA: 3.4/4.0 - Dean's List

May 2016

**FSU London Study Center, London, England**

*Study Abroad education, British Life and Culture studies*

*Designed a hardbound book to include text, photos and graphics*

GPA: 3.6/4.0

Fall 2014

## EXPERIENCE

**Nando's PERi - PERi, Oak Park, IL**

*Hostess / Runner*

Greeted guests and explained ordering process

Served food to customers

Promoted to "Buddy" (aka Employee Trainer)

Trained new host employees

Apr. 2016 -

July 2016

**Dominican University Administrative Operations, River Forest, IL**

*Student worker*

Organized, filed, and maintained documents and folders

Handled confidential high school and college transcripts

Prepared mailings and letters

Performed data entry in Jenzabar Ex

Oct. 2012 -

May 2016

**Nascook, Inc., Chicago, IL**

*Bookkeeper*

Managed bookkeeping

Organized paperwork

May 2009 -

May 2012

## PROFESSIONAL DEVELOPMENT

**The One Club Creative Bootcamp, Chicago, IL**

*Hosted by Leo Burnett*

Client: Art Institute of Chicago

Worked effectively with team members during a 4 day workshop

Learned the full creative process of advertisement

Designed a campaign and presented ideas to creative professionals

Earned a certificate of recognition for our efforts

Mar. 2016

## VOLUNTEER

**Bethesda Home & Retirement Center, Chicago, IL**

*Volunteer*

Built relationships with the residents and staff

Entertained residents with games and activities

Followed safety procedures to transport residents

Prepared mats for the homeless

Winter 2011

## SKILLS

Adobe Creative Suites

Basic Javascript

HTML/CSS

Microsoft Office

## SPECIALTIES

Book design

Brochure formatting

Flash animation

Logo Design

Photo enhancing

Photography

Print design

Product design

Website design

