

kimberly WELLER

contact

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1601 Magpie Cove
Austin, Texas 78746

education

AAS, Graphic Design
Austin Community College, 2014

AAS, Web & Interactive Design
Austin Community College, 2015

BA, Environmental Studies
UC Santa Cruz, 1993

Certificate, Public Communication
Summer Mass Media Institute
Stanford University, 1992

Certificate, Radio & Television
Summer Mass Media Institute
Stanford University, 1988

skills & interests

Adobe Creative Suite (including
Illustrator, InDesign, Photoshop,
Dreamweaver & Fireworks)

HTML/CSS & some JavaScript,
Omnigraffle, Foundation & Bootstrap

MS Office, Libre Office & Keynote

Systems Thinking & Critical Thinking

Working in teams & w/clients

Read & speak some French

Have traveled extensively
Lived in 8 states & overseas

experience

Graphic & Web Designer - Freelance (2014–2015)

Austin, Texas

Redesigned a resume for a technology executive to be more modern and eye-catching, and made content more succinct and easier to find. Redesigned website for Niagara Streaming Media to make easier to navigate, and more modern-looking. Created a PowerPoint slide deck for FirstView Consultants that clearly and cohesively marketed their company brand.

Secretary - Front Office (2007–2010)

Eanes ISD, Cedar Creek Elementary; Austin, Texas

Prepared documents for the principal and administrative staff, set up meetings and events, handled incoming calls, greeted parents, students and visitors, maintained and organized student records, and enrolled new students. Prepared TAKS materials for school counselor.

Garden Designer (2002–2005)

KWeller Garden Design, Worcester, Massachusetts

Consulted with clients, researched growing conditions and appropriate plant material, applied design knowledge to create plans, purchased and installed plants. Grew business by referrals.

Salesperson - Perennials (2002–2004)

Bigelow Nurseries, Northborough, Massachusetts

Assisted customers and maintained plants. Often applied design knowledge when helping customers choose plants.

Florist (1994–1997)

Various florists in Northern California

Helped owner launch a retail floral shop. Made weekly 4AM trips to San Francisco Flower Market, which boasts one of the largest collections of floral products in the United States, to purchase plants, flowers and supplies. Worked with customers, applied design knowledge to create floral arrangements, maintained shop.

Communications Specialist (1993–1994)

Admin. Assistant, HR Dev. Dept. (1987–1993)

ESL, Inc./TRW, Inc., Sunnyvale, California

Conducted survey to assess impact of Total Quality Management Program. Coordinated with statistician to keep project on schedule, then produced and published results. Designed and set up new Human Resource Training & Development Center. Established and maintained data base on Focus program to track training of over 2,000 employees. Developed interactive computer programs using AuthorWare and SuperCard software. Video-taped and audio-taped courses, symposiums and events within and outside of department, then edited into self-paced training packages.

social media

Twitter, LinkedIn, Pinterest