

## **Samantha Allen**

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Fishers, IN 46038  
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**OBJECTIVE:** Utilize my various design skills and office experiences in a creative and challenging environment

### **EXPERIENCE**

Mac/PC proficient; Customer service and case resolution experience; General office and data entry experience; Sales experience; Strong personal assistant and call center skills; Experience with Design and Publishing tools, including *Photoshop, Illustrator, InDesign, and Office*

### **EDUCATION**

2001-2005 BFA Studio Art, Ball State University  
1998-2001 Avon High School

### **EMPLOYMENT**

*2005-Current: Customer Service Representative, Hofmeister Personal Jewelers*  
Head of Wax Catalog Program; Customer Service; Head of Jewelry Repair  
Quality Control; Administrative Assistant

*2005-Current: Freelance Design, Random Assembly*  
Owner of Random Assembly; Graphic Design; Illustration; Jewelry Design; Textile  
Design; Cartoonist for INTake/INDY.com Magazine

*2001-Current: Session Vocalist, Lead Vocalist*  
Session vocalist for the Max Allen Band; Lead vocalist for Knee Deep in the  
Weeds. Performed venues including the Rathskeller, the Slippery Noodle,  
Fountain Square Theater, and various festivals

*2003-2004: Computer Lab Assistant Teacher, Ball State University*  
Teach basic Macintosh computing skills; Assist Students; Maintain Lab  
organization

*2002: Assistant Bench Jeweler, Nelson Jewelers*  
Intermediate jewelry repair, cleaning, and polishing

### **REFERENCES**

Amy Reese, *Purchaser, R.J., Notary, Hofmeister Jewelers* (317)418-9607

Kathryn McKinley, *Customer Service Manager, Hofmeister Jewelers* (317)577-7070

Mrs. Patricia Nelson, *Professor of Art, Ball State University* (765)285-5797