



Melissa Warch
Graphic Designer

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melissawarch.com

EDUCATION

Bachelor of Fine Arts in Graphic Design

Florida Atlantic University

January 2019 - December 2022

Associate in Arts Degree

Palm Beach State College

August 2015 - December 2018

SKILLS

- Adobe Illustrator, Photoshop, InDesign, AfterEffects
- Wireframing tools such as Figma and Adobe XD
- HTML, CSS, Bootstrap, and web accessibility
- Low and high fidelity UI design
- Color theory, layout hierarchy, package and logo design
- Creating end to end experience design and interactive prototypes

WORK EXPERIENCE

Administrative Assistant

Secretly Yours Mastectomy Boutique

May 2020 - June 2022

- Data entry and filing
- Write and send out letters and emails
- Answer phone calls and take messages

Receptionist

Revolution Dating

January 2018 - April 2020

- Greet, welcome, and direct visitors appropriately
- Maintain security and telecommunications systems
- Inform visitors by answering or referring inquiries

Server

Miller's Ale House

March 2015 - August 2017

- Greet customers and presenting menus, making suggestions
- Take and serve food/drinks orders, up-sell when appropriate
- Deliver checks and collect payments.

Hostess

Evo Italian

June 2013 - January 2015

- Provide accurate wait times and monitor waiting lists
- Manage reservations

SOFT SKILLS

- Creative, resourceful, open to feedback, empathetic, dedicated