

Allison Hibbard

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513.593.3800

EDUCATION

The Art Institute of Ohio in Cincinnati - Bachelor of Applied Science - Graphic Design:

- Awarded Best in Show at the Graduation Portfolio Show
- Voted Graduation Class Student Speaker
- Regional Finalist for the Art Institutes' National Portfolio

Disney College Internship Program - Certificate of Completion:

- Grand Floridian Resort & Spa Housekeeper
- Creativity & Innovation Class

COMPETITIONS

Hollywood Management's Band Logo Contest - On apparel, drumhead, ads, website

Ohio Valley Voices' Flying Pig Marathon Logo Contest - Printed on runners' shirts

Relay for Life American Cancer Society Art Contest - Showcased at UC

PUBLICATIONS

National Student Poetry Contest - Published in Impressions of Youth

SKILLS

Microsoft Word, Excel, PowerPoint. Adobe Photoshop Illustrator, Dreamweaver, Indesign, Flash. Assertive. Organized. Team player. Results driven. Attention to detail. Typography. Color Schemes. Conceptualization. Project Management. Design & Page layout.

WORK EXPERIENCE

Sogeti USA - Nov '14 - Apr '20

National Compliance Coordinator: Conducted background checks, shared standard operating procedures with new hires & contractors, graded/documented compliance training assessments, filed important documents for auditing purposes & maintained asset management. Designed any materials management may have needed for client meetings, internal events, etc.

Identity Management Integration Lead: Diagnosed applications' integrating qualifications for owners/teams, created a user request form to meet their specific needs while adhering to ISO compliance per Access Management & per auditing purposes.

Communications Specialist: Formatted training manuals for their ENOVIA software program upgrade for GE Design Engineers.

Alexander & Associates - July '12 - Nov '14

Production Assistant: Facilitated photoshoots, edited photos, organized order spreadsheets, kept track of warehouse inventory, & wrote shooting/editing/spreadsheet protocols. Cleaned product, prepped wardrobe, & scouted for locations/props. Cross trained for multiple workstations: secretarial, maintenance, photo studio, & digital lab.