

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

Proficient in Windows & Mac platforms. Microsoft Word, PowerPoint, OneNote, Outlook, Teams, SharePoint, Excel. Adobe Photoshop, Illustrator, Indesign, Lightroom, Dreamweaver. Assertive. Organized. Team player. Results driven. Attention to detail. Project Management. Conceptualization. Typography. Color Schemes. Corporate Identity. Collateral. Creative Writing. Photography. Design & Page layout.

WORK EXPERIENCE

Sogeti USA - Nov 2014 - Apr 2020

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. Traveled to GE Lighting Plants in Acuña, Mexico & Montreal, Canada as the secondary instructor for ENOVIA trainings before Go Live date. Awarded an individual plaque for our team delivering a successful launch.

Alexander & Associates - July 2012 - Nov 2014

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.