

ELIZABETH INMAN

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EDUCATION

BACHELORS OF COMMUNICATIONS, MEDIA STUDIES

Northern Illinois University

DeKalb, IL

August 2017 – May 2019

ASSOCIATE OF ARTS IN GRAPHIC DESIGN

Waubonsee Community College

Sugar Grove, IL

August 2015 – July 2017

WORK HISTORY

THE NORTHERN STAR

Photographer

DeKalb, Illinois

November 2017 – February 2018

- Covered events and meetings to capture interesting photos for newsprint and online journalism pieces.
- Interviewed various people to get a more complete and wholesome understanding of the event.
- Edited photos for best appearance online and in print.
- Occasionally wrote short articles about what an event or meeting was about.

ACE GRAPHICS

Quality Control/Fulfillment

Naperville, Illinois

May 2016 – July 2016

- Inspected each job to ensure the highest quality, including Pantone color match.
- Sampled each job for future reference and filing.
- Filed completed job tickets.
- Read job tickets and took appropriate steps to fulfill each unique job, including folding shirts and assembling business gift boxes.
- Assisted in the bindery on the machines whenever needed.
- Counted, weighed, shrink wrapped, packed, and stacked each job in the proper area.
- Maintained a clean and well-stocked work area.

WALMART

Apparel Associate

Peru, Illinois

September 2015 - November 2015

- Responded to customer questions and requests in a prompt and efficient manner.
- Completed all cleaning, stocking and organizing tasks in assigned sales area.
- Operated central store phone.
- Assisted in other departments whenever needed.

HERITAGE HEALTH

Dietary Aide

Mendota, Illinois

January 2015 - September 2015

- Prepared all dining areas for both evening and morning meals.
- Memorized each resident's special dietary restrictions and plans.
- Delivered meals to all residents in both dining halls and private rooms.
- Assisted residents in eating meals and retrieved additional items as requested.
- Cleaned and put away all dishes.
- Cleaned kitchen and dining halls.

ACCOMPLISHMENTS

- Member of Phi Theta Kappa Honors Society
- Member of The National Society of Leadership and Success: Sigma Alpha Pi Chapter
- Member of the NIU Honor's Program