



Cindy McAuley

Graphic Designer

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Qualification Summary Results-oriented, dependable professional with comprehensive business and interpersonal experience combined with strong design skills including layout, color and typography. Qualifications include consistently meeting deadlines and goals, excellent organizational skills, attention to details and a passion for clean design.

Higher Education **AAS, Advertising & Graphic Design** • Central Piedmont Community College • 2006
Diploma • Medical Assisting, Central Piedmont Community College • 1996
AAMA Certification • 1996

Work Experience **Office Manager** • Carolina Earthworks & Piping, Inc., Stallings, NC • 1998–Present
Researched and initiated all aspects of the business office for this start-up company. Structured the business to meet all legal, state, and federal requirements as well as implemented the bookkeeping, insurance and banking. Once the business was established, the same foundation was put into place for the sub-company. Utilized design skills and training to assess marketing needs and designed collateral materials to facilitate company branding. This aided in company sales of \$6.7 million in 2005.

Medical Assistant • Asthma & Allergy Specialists, Charlotte, NC • 1996–1998
Applied my skills of organization, interpersonal communication, and prioritization to assist two doctors with a busy practice. Administered allergy and pulmonary tests to aid in patient diagnosis. Phone triage, calling in prescriptions, coordinating services to patient insurance, administering medications and maintaining accurate medical records reinforced my ability to maintain order and composure in a fast-paced, high-pressure environment.

Software Skills

Proficient in:

- Adobe CS2
- Microsoft Word
- Microsoft Powerpoint
- Quickbooks Pro

Working knowledge of:

- Macromedia Studio 8
- Adobe Acrobat 7

Achievements and Service

- Phi Theta Kappa member
- Presidents' List
- 4.0 GPA
- Student of the Year; 2006
- Winning design for Charlotte Crop Walk; 2006
- Elected Elder in Presbyterian Church
- Served on church session; 1999–2002
- Served as church moderator; 1999–2002

Professional Affiliations

- AIGA, Charlotte chapter
- NAPP

Work Samples

View portfolio @ www.cindymcauley.com