

Gretchen Riccobuono

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EDUCATION

University of Nevada, Reno	Expected Graduation: May 2028
Pursuing B.S. in Graphic Design	GPA: 3.5
<i>Relevant Courses: Graphic Design I, Fundamentals of Typography, Introduction to Art History, Fundamentals of Drawing, Fundamentals of Information Systems</i>	

PROFESSIONAL EXPERIENCE

ASUN Reno, Nevada	September 2024 – May 2025
<i>Executive Student Intern</i>	
<ul style="list-style-type: none">Executed weekly tasks and attended weekly meetingsCooperated with ASUN's marketing team, Inkblot, to advertise campus events, providing feedback on advertisement design/color themes through Canva and PowerpointCollaborated with interns to promote programs and events for over 150 students throughout the year and solved current issuesDesigned a professional presentation for budget allocation for the president of the university	

VOLUNTEERING

APIA Scholars Reno, Nevada	October 2024 – February 2025
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Front Desk Assistant

- Helped a diverse group of people check into the event and encouraged others to use the services
- Marketed the program by handing out flyers and promoted small businesses within the event

Pack Provisions

- Labeled food items, threw away expired produce, and recycling packaging
- Organized produce by expiration date, label, and shelf category, managing take-home produce limit

AWARDS

Nevada Department of Education	February 2020 – November 2022
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1st Place in Statewide T-shirt Design Contest

- Illustrated logo with graphic designer to design t-shirts for Nevada Department of Education's "Reading Week" which featured on apparel and social media

TECHNICAL SKILLS

- Proficient in Adobe Creative Suite
- Proficient in Illustrator, InDesign, Photoshop, XD, Express
- Proficient in Canva
- Experienced in Microsoft Teams, Word, Excel, Outlook