

# Gretchen Riccobuono

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## EDUCATION

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**University of Nevada, Reno**

Expected Graduation: May 2028

Pursuing B.S. in Graphic Design

GPA: 3.5

*Relevant Courses:* Graphic Design I, Fundamentals of Typography, Introduction to Art History, Fundamentals of Drawing, Fundamentals of Information Systems

## PROFESSIONAL EXPERIENCE

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ASUN | Reno, Nevada

September 2024 – May 2025

*Executive Student Intern*

- Executed weekly tasks and attended weekly meetings
- Cooperated with ASUN's marketing team, Inkblot, to advertise campus events, providing feedback on advertisement design/color themes through Canva and Powerpoint
- Collaborated with interns to promote programs and events for over 150 students throughout the year and solved current issues
- Designed a professional presentation for budget allocation for the president of the university

## VOLUNTEERING

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APIA Scholars Reno, Nevada

October 2024 – February 2025

*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

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Nevada Department of Education

February 2020 – November 2022

*1<sup>st</sup> 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

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