



Tamara Rozek

**CONTACT INFO**



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North Royalton, OH

**EDUCATION**

**2018 Southern New Hampshire University**  
**BA Graphic Arts and Digital Media**

**2014 Cuyahoga Community College**  
**Associates of Arts**

**Robert Lewis Academy of Scholars  
for Social Justice**

Project Scope: To promote and raise funds for an art therapy program for elementary special education children called P.A.I.N.T.S (providing artistic inspiration navigating therapeutic solutions). Created Print media and Promotional items for raffles and auctions.

**SKILLS**



Print Design



Branding



Photography



HTML/CSS

**TOOLBOX**



**EXPERIENCE**

**Summer Internship 2018**  
**Great Lakes Publishing**

**Art Production Intern**

Summer intern with the Print Production team. Scope of internship consisted of designing advertisements through final approval, pre-flighting, creating flipbooks, processing camera ready advertisements, converting print ads to web ads and use of project management systems

**2017- Now**  
**Cuyahoga Community College**

**Administrative Secretary**

Transferred to Student Life and Athletics. Print and graphic designs for brochures, schedule cards, and poster for three sports teams with introspect to college's graphic standards and style guide. Print ready designs for student life events and activities. Banner production for on campus events and activities. Photographer as needed. Process deposit forms for student club funds.

**2012- 2016**  
**Cuyahoga Community College**

**Administrative Secretary**

Support staff for Adjunct Services. Used Goggle Documents to schedule meeting rooms, RSVP forms, and follow-up surveys. Implemented locker audit protocol. Processed Substitution payment forms. Orchestrated and implemented use of Adobe Acrobat for an e-binder for new hire orientation. Managed new hire forms. Newsletter edits and graphics. Assigned photographer for office events.

**Freelance Photographer: Women of Royalty,  
Campus Day, Photo restoration for friends and family**

**PORTFOLIO**

<https://tamararozek.wixsite.com/volorecreations>