

Samantha E. Stamper

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PROFILE

Graphic Design and Illustration professional offering versatile office management skills and proficiency in Microsoft Office and Adobe programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to handle multiple priorities and meet tight deadlines without compromising quality.

Employment History

Art Department Assistant---08/2015-present

Employer: Underground Printing

Salary: \$10.00 per hour, Full-Time Employment

Supervisor: Brian Nummy, 517.242.1986, 800.242.4787, may be contacted

Accountable for setting up files and designing artwork for garment printing. Tasked with reviewing art files before being sent to the customer. Responsible for modifying and adjusting files for print when requested.

Release Clerk—03/2014-08/2015

Employer: Livingston International Customs Brokerage

Salary: \$11.00 per hour. Full-time employment.

Supervisor: Andrea Birdwell, 734.941.2050 ext. 243, may be contacted

Working within a team of Import Specialist and Import Analysts to provide brokerage services to Ford clientele.

Individually responsible for sending 3461 and ABI notes to clients in orderly and timely manner. Also responsible for scanning billing information into computer programs. Other duties include maintaining a up-to-date non-image report, updating shipment notes when 3461's and ABI notes are sent, and filing check stubs from couriers. Recently have been given the new task of helping the Ocean and Rail teams open new billing files for clients.

Data Entry Assistant—01/2014-3/2014

Employer: Randstad Employment Agency

Salary: \$10.30 per hour. Full-time employment.

Supervisor: Bradley Smith, 734.957.0815, may be contacted

Worked within a team of data entry assistants to transcribe personal information for the State of Michigan. Worked in multiple computer programs to enter information while maintaining high accuracy. Also worked in the mail room sorting mail to the correct outlet.

Lab Attendant/Receptionist---12/2011-12/2012

Employer: Eastern Michigan University: Division of Information Technology

Salary: \$8.50 per hour. Twenty (20) hours per week.

Supervisor: Joe Brescol, 734.487.2667, may be contacted.

Responsible for working independently or with co-workers to assist patrons of the Printing Center and the computer labs with their questions and projects. Worked as part of a team that used various computer programs to help students print small and/or large- format documents. Also worked with students to create transparencies, laminate projects, and cut documents with stationary cutter. Responsible for maintaining proper functioning commercial and large-format printers, cutters and laminators .Also, worked as in-house Graphic Designer that independently scheduled and collaborated with students in design consultations. Other duties include answering phone calls, creating and documenting receipts, and documenting stock for the Printing Center and the computer labs.

Intern/Volunteer—4/2010- 11/2010

Employer: Washtenaw County Community Support and Treatment Service-- Youth and Family Services

Salary: N/A. Seven (7) Hours per week.

Supervisor: Leann Freda, 734.904.3606, may be contacted.

Under direction of the office supervisor, duties included filing paperwork; typing and compiling letters for clients; clean the lobby area; and assist in supervising children of clients. Responsible for serving as substitute leader of the youth art group when needed. Used basic medical terminology to assist nurses in typing and submitting health reports before deadline.

Student Employee—8/2008- 4/2009

Employer: EMU Dining Services

Salary: \$7.50 per hour. Ten (10) hours per week.

Supervisor: Greg Millard, 734.487.2442

Worked with a team to serve food to students in the Dining Commons. Was in charge of sanitizing individual working areas and stocking serving stations.

EDUCATION

Eastern Michigan University-Ypsilanti, Michigan—2008-2013

B.S Degree, Psychology—Cum Laude: GPA 3.62/4.0

Eastern Michigan University-Ypsilanti, Michigan—2008-2013

B.F.A Degree, Drawing –Cum Laude: GPA 3.62/4.0

Harry S. Truman High School-Taylor, Michigan—2004-2008

High School Diploma—Summa Cum Laude: GPA 3.8/4.0

COMPUTER SKILLS

PC and Macintosh Operating Systems, Internet, Microsoft Office Suite (Word, Excel, Outlook and Publisher), Adobe Creative Suite (Photoshop, Illustrator, and InDesign; CS3 and above). Can type 47 words per minute.

TRAINING

Confidentiality training for Youth and Family Services, Washtenaw County—08/2011

ACCOMPLISHMENTS

National Honors Society—2005-2008

National Art Honors Society—2007-2008

Dean's List and Honors College—2008-2012

Volunteer - Children's Institute of Eastern Michigan University—2008

Juried Student Show Exhibition, Honors presentation-- 2009

National Society of Collegiate Scholars—2009-2012

EMU Psychology Club/ Psi Chi—9/2010-4/2011

"Cellar Roots" publication, issue #41--2012

Honors Senior Exhibition, Solo show—11/2012

Delusions of Reference, Group show—08/2012

Corpus Illuminata, Group show—08/2012

Uncertain Control, Group show—08/2012

Hive Fest III, Group show—04/2014

Local Artist Winter showcase, Group show—12/2015

GRAPHIC DESIGN/ILLUSTRATION WEBSITE

<http://stamper.schmolio.com/albums>

REFERENCES AVAILABLE UPON REQUEST

