



Milena Krayzbukh

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Education California Polytechnic State University, San Luis Obispo, to be conferred December 2009
Bachelor of Science in Graphic Communication
Concentrations: Design Reproduction Technology and Printing and Imaging Management
Cumulative GPA: 3.189, Major GPA: 3.533
Dean's List: Winter 2008

Technical Skills Adobe: InDesign, Illustrator, Photoshop, Dreamweaver
Microsoft: Word, Excel, Access, PowerPoint
Other: QuarkXPress, FileMaker Pro
Aaron Brothers: Framing and Design Certification

Applicable Coursework Currently completing core courses of the Graphic Communication curriculum at Cal Poly
Completed various Business courses in Information Systems, Accounting, Statistics, and Marketing
Edited technical documents for graphic, visual, textual, and grammatical context in a Technical Editing course at Cal Poly

Related Experience **Mustang Daily**, Arts and Entertainment Section Designer, June 2008 - Present, San Luis Obispo, California

- » Layout the Arts and Entertainment section using Adobe InDesign
- » Create graphics in Adobe Illustrator and correct images using Adobe Photoshop
- » Work with my section editor in a collaborative effort to organize the content before placing it on the page

Santa Cruz Biotechnology, Publications department, June 2008 - September 2008, Paso Robles, California

- » Created, edited and formatted datasheets using FileMaker Pro and QuarkXPress

University Graphic Systems, California Polytechnic State University, San Luis Obispo, California
Web Press Trainee September 2007 - December 2007, July 2008 - Present

- » Aided in printing the *Mustang Daily*, the college newspaper

Graphic Communication Department, California Polytechnic State University, San Luis Obispo, California

- » Researched and compiled a marketing strategy report for University Graphic Systems March 2008
- » Created a mock up web site for a local artist, Drew Davis March 2007

Aaron Brothers Art and Framing, December 2005 - March 2007, Walnut Creek and San Luis Obispo, California

- » Designed, framed, and matted mat/frame combinations for customer artwork
- » Listened to customer wants, helped them find what they needed, and developed a rapport with repeat customers

Leadership Design chair of Cal Poly's **Technical Association of Graphic Arts (TAGA)** chapter, September 2008 - Present

Alpha Kappa Psi, co-ed business fraternity, January 2007 - October 2008

Brotherhood Committee Chair September 2007 - December 2007

- » Planned weekly events for the fraternity and the end-of-quarter initiation banquet

Pledge Educator January 2008 - April 2008

- » Educated new pledges on fraternity history and active member responsibilities with weekly lesson plans

- » Acted as a liaison between the pledge class and the active body addressing any issues or concerns from either side

Customer Service **Media Distribution Services**, California Polytechnic State University, San Luis Obispo, California

Student Assistant September 2007 - September 2008

- » Checked out media to Cal Poly students, staff, and faculty and answered any question regarding equipment usage

- » Filed returned check-out agreements

West End Espresso and Tea, San Luis Obispo, California

Barista, April 2007 - August 2007

- » Kept track of regular customers and anticipated their drink orders as well as prepared their drink orders

- » Engaged customers in conversation while working at the register and accounted for sales in register at end of shift