

DEAR DONI *Design*

Olivia Wronka

Newington, CT 06111

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Professional Summary

Skilled digital media artist with a background in office collaboration. Proficient in Affinity creative software and Adobe Photoshop, Illustrator, and InDesign. Promoting a strong work ethic coupled with dynamic communication skills.

Skills

- Detail-oriented
- Bilingual (Polish)
- Social media knowledge
- Critical thinker
- Professional phone etiquette
- Excellent communication skills
- Adobe software
- Affinity creative software

Work History

Social Media Assistant

Eastern Connecticut State University

Willimantic, CT

Create content for all Eastern SEPS social media accounts and assist with tasks around the office (scanning documents, answering phone calls, sorting mail)

Education

Bachelor of Arts | New Media Studies

Eastern Connecticut State University

Willimantic, CT

- Dean's List
- First Year Writing Award

Accomplishments

- ECSU Photography Club
Vice President
- Permanent Art Collection
Town Hall, Newington CT
- Scholastic Art and Writing
Awards Silver Key recipient
- Miss Little Poland 2021

Professional References

Patty Marinelli
Office Manager
Thomsen Family Dentistry
55 Town Line Rd.
Wethersfield, CT 16109
860-529-5280

Renata Majka
Clinical Social Worker
Renaissance Counseling Center
41 Siegas Rd.
Burlington, CT 06013
860-729-1543