




CLAIRE HERNDON

 936-900-3961
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 claireherndon.com

PROFILE

Excellent people skills, organizational expertise, the ability to learn on the fly, a professional graphic designer since 2008 - and a smile.

SKILLS

- Written and verbal communication
- Customer service
- Creative thinking
- Problem solving
- Adobe Creative Suite familiarity
- Marketing knowledge
- Attention to detail
- Time management

EXPERIENCE

LIBRARY/MEDIA ASST

Conroe Independent School District
2015-2018, 2021-present

- Work closely with students and teachers
- Assist students with library database system, conducting research, and use of technology
- Process and circulate library materials, process and shelve books, organize materials and technology

FRONT DESK RECEPTIONIST

Strike, LLC
2018-2020

- Greet visitors and respond to inquiries from the staff and public, as well as screening visitors arriving without appointments
- Receive incoming calls, route to appropriate destinations, screen calls for executives
- Regularly organize company-wide lunches and events

FREELANCE WRITING/EDITORIAL/DESIGN SERVICES

2008-present

- Write copy for print and web, including promotional text for company websites and descriptions
- Create logos, websites, promotional materials, and more, working closely with clients to perfect

EDUCATION

BACHELOR OF ARTS - DESIGN

Savannah College of Art and Design
2013-2015

BACHELOR OF ARTS - DESIGN

St. Edward's University
2010-2013