

Amy R Folts

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Education

Southeast Community College - Lincoln, NE 2009
Associate of Applied Science, Visual Publications
3.96 GPA

University of Nebraska - Lincoln, NE 2004 - 2006
General studies, studio art, music performance, journalism

Work Experience

State Farm – Underwriting Service Assistant – Lincoln, NE 1/2010 – Present

Graphic & Pre-Press Artist – Allegra Print & Imaging – Lincoln, NE 7/2009 – 12/2009
Editing and designing per clients' needs, preparing files for offset press, running digital print jobs, bindery, accounts receivable.

Administrative Assistant - General Fire & Safety - Lincoln, NE 11/2008 - 7/2009
Accounts payable, inventory control, shipping, receiving, filing, data entry, sales reports, customer service

Office Manager - Mr. Rooter Plumbing, Rainbow Int'l - Lincoln, NE 12/2005 - 11/2008
Bookkeeping, accounts payable and receivable, tax preparation, budgeting, sales analysis, scheduling, dispatching, invoicing, marketing, filing, data entry

Qualifications

- Microsoft Office 2007
- Quickbooks Professional 2007 and QXpress
- HTML and CSS website programming languages
- Adobe Creative Suite 3 (Photoshop, Illustrator, InDesign, Dreamweaver), QuarkXpress 8
- Freelance graphic and web design:
 - www.amyfolts.com
 - www.jaxmarinecorpshalfmarathon.com
 - www.ironhorse100kmclub.com
 - www.rainbowcleaningservice.com
 - www.parentsgriefrecovery.com
 - www.generalsecurityinc.com

Awards & Activities

- Lincoln East High School synchronized swimming team, Assistant Coach (2005 – 2009)
- Lincoln Northeast High School synchronized swimming team, Coach (2005 – 2006)
- University of Nebraska Synchronized Swimming team (2005 – 2006)
- Big Red Express pep band at University of Nebraska (2004 – 2006)
- Nebraska Cornhusker Marching Band (2004)
- Girl Scout Gold Award recipient