

Anna Seeley

12400 W. Fletcher Ave
Lincoln, NE 68524
402.416.2617
Anna.Marie.Seeley@gmail.com
annaseeley.com

OBJECTIVE

Seeking a position which will allow me to gain design experience while also adding value by contributing my creativity, engineering background, and my ability to work with people.

EDUCATION

B.A. Graphic Design, 2014
Bellevue University
Bellevue, NE

B.S. Mechanical Engineering, 2007
LeTourneau University
Longview, TX

PROFESSIONAL SKILLS

Adobe CreativeSuite
Windows & Mac OS
Microsoft Office

CAD, CATIA, Solidworks
& AutoCAD

WORK HISTORY

Graphic Design Intern, Engineering Ministries International Colorado Springs, Colorado : January 2014 - May 2014

Assist in-house graphic designer on various projects including: continual updates to organization website, design of monthly and quarterly newsletters, and recreating application PDF. Will also research, design, and implement fundraising brochure for partnership ministry.

Enterprise Architecture Temp, Vision Tech Sourcing/ScriptPro Mission, Kansas : May 2013 - December 2013

SharePoint Operations / Data Entry. Assisted SharePoint team lead in building customer SharePoint extranet sites. Performed tasks including assisting Quality Assurance, editing HTML markup, and providing feedback toward process automation. In addition, provided assistance to Operations team lead in purchasing and research.

School Staff, Youth With A Mission Oxford, New Zealand : 2011 - 2012

Assisted Discipleship Training School leaders on two consecutive six-month terms. Each school consisted of a 3-month lecture period; some duties included organizing new student orientation, preparing classroom to facilitate daily lectures, and planning weekly team-building activities. Followed by organizing and leading teams of 4-5 students on 3-month overseas mission trips. Duties included scheduling for food, housing, and ministry; implementing team budget; and discipleship.

School Registrar, Youth With A Mission Oxford, New Zealand : 2010 - 2011

Processed student applications for 4 upcoming schools, while performing day to day office administration tasks. Assisted leaders in planning and organizing staff retreat. Also liaised and provided administrative assistance for other departments such as training, accounting, IT, and maintenance.

Engineering Associate, Cessna Aircraft Company Wichita, Kansas : 2007 - 2009

Facilitated current product production. Duties included small design projects and producing and modifying approved engineering documents. Assisted a team of senior engineers in interior engineering for new product development, testing, and manufacturing. Also provided design assistance for foreign certifications department, including layout of FAA approved signage and markers.