

Alexa Gardner

Cranston, Rhode Island 02921 - Tampa, Florida 33606

Websites/Portfolio

- <https://alexagardner.com/>

Summary

Highly artistic, ambitious, and self-motivated student currently pursuing a Graphic Design degree eager to learn and contribute developed knowledge into all responsibilities. Skilled in problem-solving and creativity in organized settings. Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated environments.

Skills

- Fine arts expertise
 - 2D media
 - 3D media
 - Digital media
- Adobe Illustrator
- Adobe Photoshop
- Microsoft Office
- Social media knowledge
 - Instagram
 - Snapchat
 - Facebook
 - Twitter
 - TikTok
- English (Native) and Spanish (Proficient)
- Project management abilities
 - Gathering, planning, leading, directing, and managing to keep projects moving forward

Education

The University of Tampa

Expected in May 2023

Bachelor of Fine Arts: Graphic Design

Tampa, Florida

- Major in Graphic Design
- 4.0 GPA
- Honors Enrollment and Dean's List
- UT Presidential Merit Recipient

La Salle Academy

May 2019

Providence, Rhode Island

- 4.0 GPA
- National Honor Society Member - Spanish Honor Society Member
- Honor Roll with Distinction 2015-2019
- Photography Club Member
- Yearbook Committee Member
- Students Against Destructive Decisions Club Member
- Attended MADD Rhode Island's Team Spirit Youth Leadership Conference
- Volunteer Guide at First-Year Orientation and Open House

Experience

Lexi Gardner Design

June 2020 to Current

Freelance Graphic Designer

Cranston, RI - Tampa, FL

- Design logos and graphics for assorted companies
- Create consistent flow of graphic illustrations for “I’m Not 4 Everyone” clothing
- Create daily graphic images for “MM vs Wrestling” social media

Blue Door Art Studio

June 2016 to September 2019

Art Teacher's Assistant

Smithfield, Rhode Island

- Periodically taught aspiring artists through prepared lesson materials and visual aids to reinforce concepts
- Arranged and led activities for students, including fashion shows and artwork displays

Dinner4Two By Kitchen Charm

January 2017 to January 2018

Product Promoter

Cranston, Rhode Island

- Promoted kitchenware products by educating customers and prospects about offerings at promotional events

Integrated Psychiatry Inc. Medical Group Practice

January 2016 to June 2016

Administrative Assistant

Cranston, Rhode Island

- Organized and streamlined file room operations for a team of psychiatrists, nurse practitioners, therapists, and secretaries which led to smoother workflows.
- Destroyed files and materials upon request to prevent data breaches.
- Executed special objectives and assisted in developing a weight loss program in response to executive team requests.

Honors/Awards

- Certificate of Membership in the Rhode Island Honor Society of Secondary Schools 2019
- President's Education Awards Program Certificate of Outstanding Academic Excellence 2019
- Certificate of Award for Excellence in AP Studio Art 2019
- Hera Gallery Awards of Excellence for Drawing and Best Portrait 2019
- Certificate of Membership in the National Honor Society 2018-2019
- Certificate of Membership in the Spanish Honor Society 2018-2019
- The Scholastic Art & Writing Awards: Silver Key 2018
- Premio de Plata: Exam Nacional de Español Certificate 2017
- General Federation of Women's Clubs of Rhode Island Certificate of Excellence and \$100.00 Cash Award 2017
- Certificate of Special Congressional Recognition 2017
- The Scholastic Art & Writing Awards: Silver Key 2017
- The Scholastic Art & Writing Awards: Honorable Mention 2016
- The Scholastic Art & Writing Awards: Gold Key & Silver Key 2015
- The Scholastic Art & Writing Awards: Gold Key & Silver Key 2014

Additional Experience

- Volunteer cleaning Cypress Point Park (Tampa, FL) 2019-2021
- Volunteer cleaning Goddard Park Beach (East Greenwich, RI) 2016-2021
- Volunteer at United Way of Rhode Island and National Family Volunteer Day (Providence, RI) 2019
- Volunteer at St. Charles Soup Kitchen (Providence, RI) 2018
- Volunteer bake sales to buy clothing for those in need with a local parish (Cranston, RI) 2018

- Volunteer with underprivileged children at public parks and distributing lunches (Providence, RI)
- Volunteer summer camp counselor (Cranston, RI)
- Travel to Italy, Spain, Gibraltar, Dominican Republic, The Bahamas

2017
2015-2017