



# Mary Riley Van Duinen

graphic designer

[mrvdesigns.com](http://mrvdesigns.com)  
[mrvdsgns@gmail.com](mailto:mrvdsgns@gmail.com)  
[@m.r.v.designs](https://www.instagram.com/m.r.v.designs)  
(864)-905-1159

## Education

### Savannah College of Art and Design | Bachelor of Fine Arts

Over my time at SCAD, I grew academically and personally. My major was in graphic design and I minored in package design. I maintained a 3.6 GPA and graduated with honors.

## Soft Skills

### Leader

- was the elected ICC Liaison Officer for the Printmaking Club at SCAD for two years

### Teachable

- enjoy learning and asking thoughtful questions

### Communicative

- both in life and at work, this comes easy

### Problem Solver

- creative problem solving is a skill I refined at SCAD

### Team Player

- have worked seamlessly on multiple group projects and group settings

---

## Brief Synopsis

I am a quick learner with the ability to work well with others and alone. I take direction well, but can also take initiative when an area is in need. I am a passionate and positive worker with both coworkers and customers.

---

## Temp Agency | office administrator | Nov. 2023 - Now

### Responsibilities

- collecting, maintaining, updating, and organizing physical and digital files
- answering all calls and questions courteously and efficiently to the best of my ability and/or transferring them to the appropriate party
- organizing and promoting special events within the company
- ensuring staff is following code of conduct and safety guidelines
- social media management to engage and inform local communities

## Rails 133 | waitress | Nov. 2021 - Jan. 2023

### Responsibilities

- in charge of taking orders, refilling drinks, serving food, answering questions and phone calls, managing my time, and bussing tables
- responsible for completing opening and closing chores such as restocking products and cleaning table and waitress station areas

## Marshalls | sales associate | Nov. 2019 - Aug. 2021

### Responsibilities

- pushed product out from the stock room to corresponding sections
- maintained my section by recovering the floor, flexing the clothing runs, and filling the features
- register trained and helped with customer service concerning my section
- became a floater and helped out with any/all sections on the floor and at the registers

## Antonio's Pizza | hostess | Oct. 2018 - Aug. 2019

### Responsibilities

- time and table management for the front of house while greeting guests
- worked alongside waitresses as well as customers to ensure an efficient system of service
- rolled silverware and helped buss tables during any down time