

Carla Scholz

Web Designer | Creative Nerd | Coding Geek

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EXPERIENCE

Accent Graphix Design Studio — *Web Designer | Graphic Designer*

2005-Present

- Design & Develop websites for clients (have 50+ active websites)
- Design & Develop print media, including logos|branding, flyers, posters, invitations, brochures, and any other print material needed by client
- Custom Videography & Logo Animation
- Search Engine Optimization
- Social | Digital Marketing

Portfolio at <https://accent-graphix.com>

Astar Capital Management, Madison — *Marketing | Office Manager*

1999 - 2004

Responsible for developing intra-office communication protocols, streamlining administrative procedures, office staff supervision and task delegation.

- Point person for maintenance, mailing, shipping, supplies, payables, equipment, bills and errands
- Responsible for all marketing including design business cards, website, PowerPoint slides and making presentations
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Manage executives' schedules, calendars and appointments

O'Hagan Smith & Amundsen, Chicago — *Firm Administrator*

1996 - 1999

Responsible for overseeing the day to day operations of office, managing the administrative operations of the Firm; evaluating and managing Firm's operating and information systems; assisting in the marketing of the Firm's legal services and client development activities; and evaluating, managing and supervising the facilities of the Firm.

SKILLS

Adobe Creative Suite Certified

Expansive IT Knowledge

Javascript, Html, CSS, PHP

WordPress

MS Office | Office 365

TCP/IP | WIFI | Ethernet

MacOS, Windows OS, Linux

Quickbooks

Office Management

Communication, Negotiation and

Relationship Building

Accounts Payable | Receivable

EDUCATION

University of Chicago,
Chicago — *Business*
Administration

1997-1998

Business | Marketing Courses

C2 Graphics, Madison -
Adobe Certification

2005

Adobe Certification

- Interviewed and screened applicants for administrative staff
- Interviewed, screened and Supervised the training of administrative staff.
- Managed office operations, facilities, and procedures
- Led and managed all marketing efforts, including website development, logo|branding and print advertising
- Participated in growth of outlying offices
- Coordinated with IT department on all office equipment
- Managed relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time

Michael Best & Friedrich, Chicago — *Office Administrator*

1989-1996

Managed daily operations to ensure the office is running smoothly. Other job duties include greeting clients, answering incoming calls, managing e-mail correspondence and inventory management. Additional duties include:

- Managed maintenance, mailing, shipping, supplies, payables, equipment, and office errands
- Interviewed and trained administrative staff
- Managed marketing efforts for Chicago office
- Organized office operations, facilities and procedures
- Coordinated with IT department on all office equipment
- Managed relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Managed executives' schedules, calendars and appointments

Valley Bank, Madison - *Bank Teller*

1986-1989

- Processed banking transactions with accuracy
- Cash drawer maintenance and balancing, petty cash management
- Answered telephones, balanced checkbooks, sold bank products

Babes Bar & Grill, Madison - *Bartender / Waitress*

1985-1989

- Prepared and delivered food and beverages in a timely manner
- Proper handling of cash, CC payments and bar safe

University of Wisconsin, Madison — *Bachelor of Arts*

1984-1988

B.A. - English Literature

VOLUNTEER EXPERIENCE

Dane 4 Dogs - Volunteer | Web Services

Farm Bird Sanctuary - Board Member | Volunteer Web Services

Second Harvest Food Bank - Volunteer

Middleton Outreach Ministry - Volunteer Web Services

REFERENCES & TESTIMONIALS

Online references and testimonials available on:

[Google](#)

[Linked In](#)