

# The GABBY LEDEE Brand

## Resume, Cover Letter and Business Card



718-662-6211 GABBY.LEDEE@AOL.COM WWW.BEHANCE.NET/GLEDEE

## **OBJECTIVE**

I am looking for a job in the graphic design field, where I can broaden my skills. I am a hardworker and a fast learner. I am skilled in both Adobe and Microsoft programs, along with basic computer skills. I have the ability to get projects done and make deadlines.

## **EDUCATION**

New York City College of Technology; Bachelors of Technology. Expected graduation is June 2017.

## SOFTWARE

Adobe InDesign, Photoshop and Illustrator. Microsoft Word, Powerpoint and Excel. Some experience in HTML and CSS

## FREELANCE/DESIGN EXPERIENCE

## METROPOLIS DESIGN AND RENOVATION CORP. 09/2016 to Present

▶ Created the brand identity for this new company, including the logo, business card, letterhead and envelope

## ROBERT PERSAUD PHOTOGRAPHY 08/2016 to Present

▶ Created the new business card, along with the stationery and envelope

## OTHER EXPERIENCE

## SCRIPPS NETWORKS INTERACTIVE LEGAL AFFAIRS INTERN 2/2014 TO 8/2014

- Coordinated the electronic filing of legal documents into a document retention system
- Assisted with the preparation and issuance of cease and desist letters
- Created spreadsheets and track data

## CASHIER

- CVS Pharmacy 04/2013 to Present
- Au Bon Pain 08/2011 to 03/2012
- ▶ Statue of Liberty Deli 08/2010 to 08/2011
  - ▶ Greeted customers, handled money, friendly customer assistance
  - ▶ Efficient in using newer and touch screen registers, but a fast learner

## **REFERENCES**

References are available upon request.



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## DEAR HIRING MANAGER

I'm writing in response to your post seeking an intern for the upcoming Spring semester. Your job posting states that you offer paid internship opportunities in various business areas including graphic design, which is my area of study.

I am interesting in an internship that is graphic design, but I am also interested in the publishing area, more so in childrens books.

My personable and creative nature makes me the perfect applicant for this position. I can work independently, but I can also impliment myself in a group setting. I can take the lead in order to get a project done, but I can also follow when someone else takes the lead. I can creatively solve problems and take criticism professionally, whereas I can use it to better my work and myself.

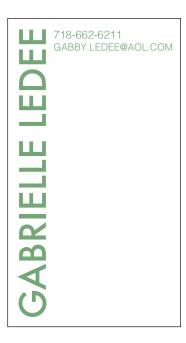
I believe interning at Penguin Random House would allow me to utilize the skills I already have and allow me to develop them further.

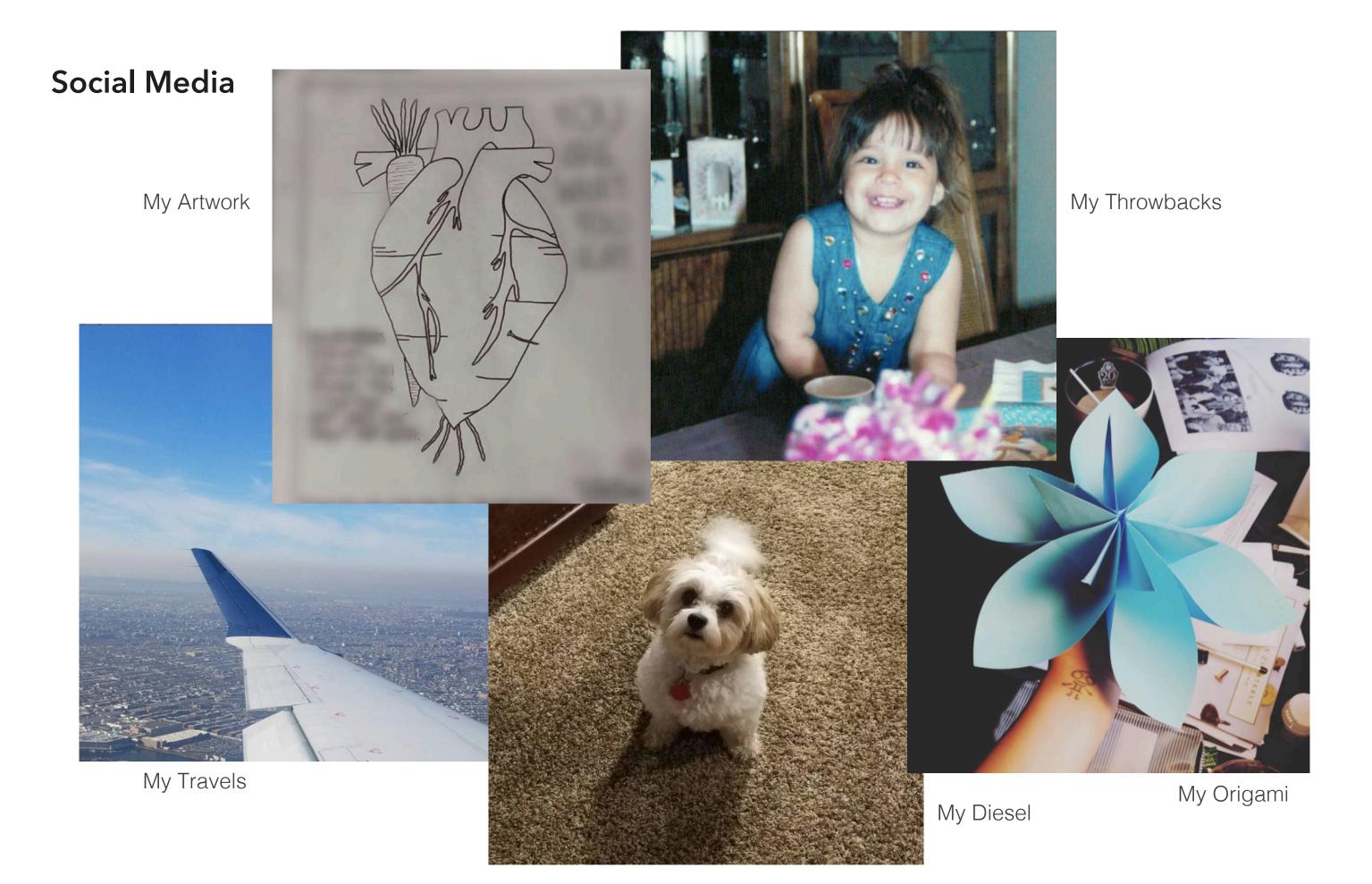
Please take a moment to review my attached resume. I believe I have the qualifications to fill this position and hope to hear from you soon.

Sincerely,

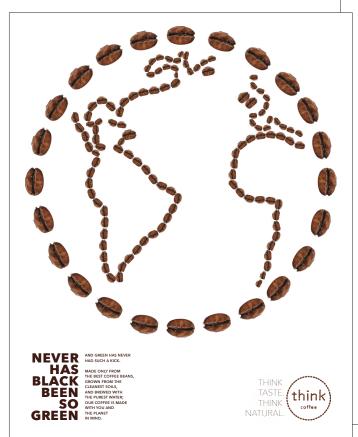
GLedee
Gabby Ledee



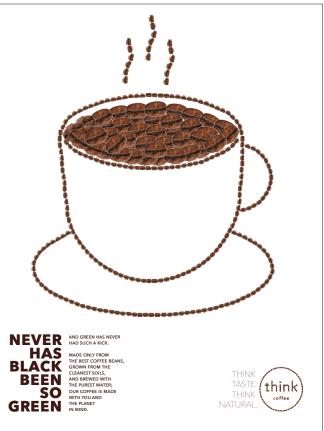


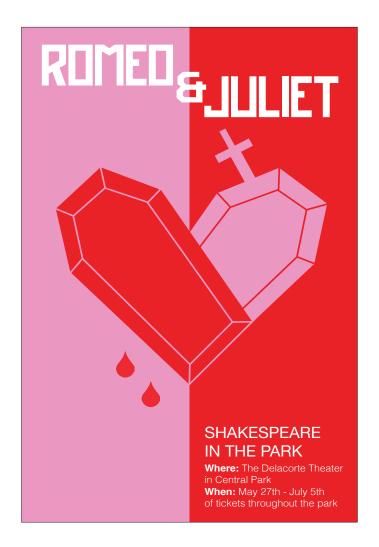


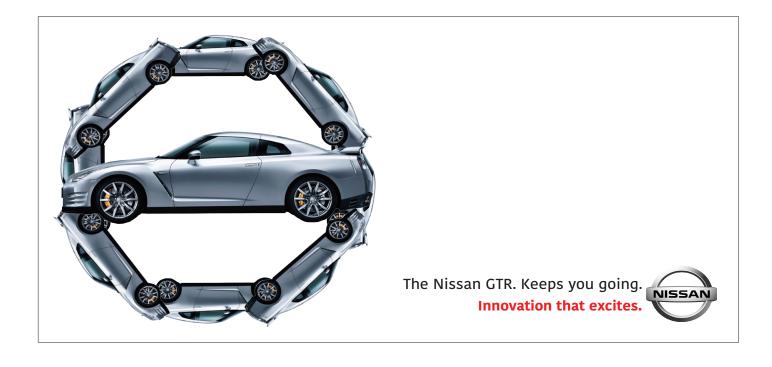
# My work

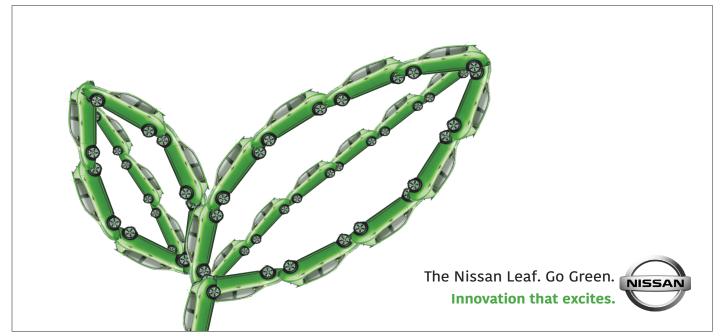










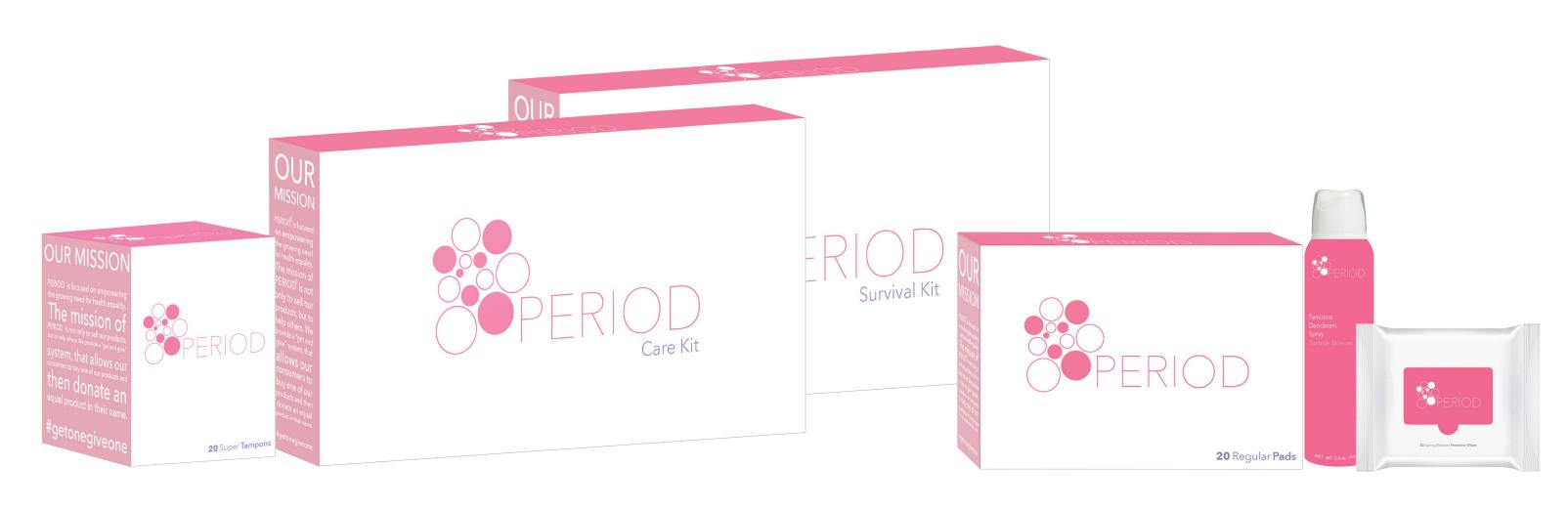


## **Senior Project**



## Mission Statement:

PERIOD<sup>®</sup> is focused on empowering the growing need for health equality. The mission of PERIOD<sup>®</sup> is not only to sell the products, but to help others. It provides a "get and give" system, that allows the consumers to buy one of the products and then donate an equal product in their name.



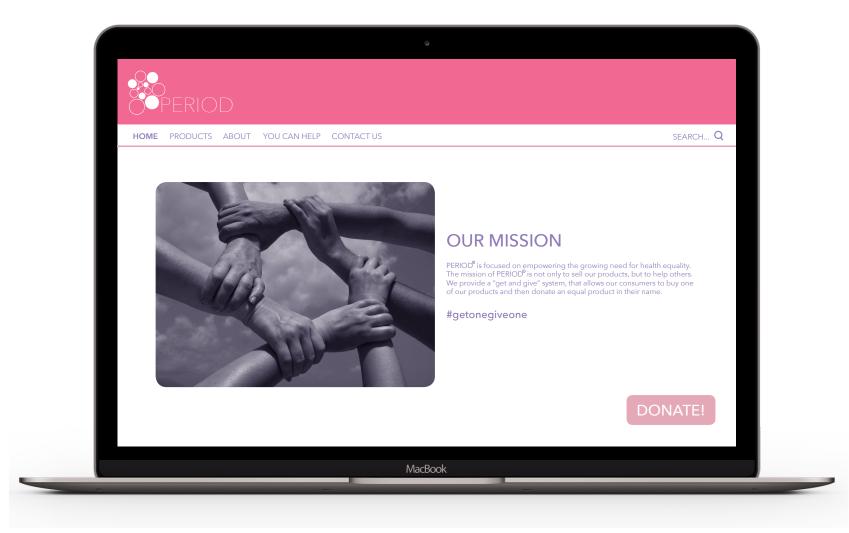
PERIOD® Product Line



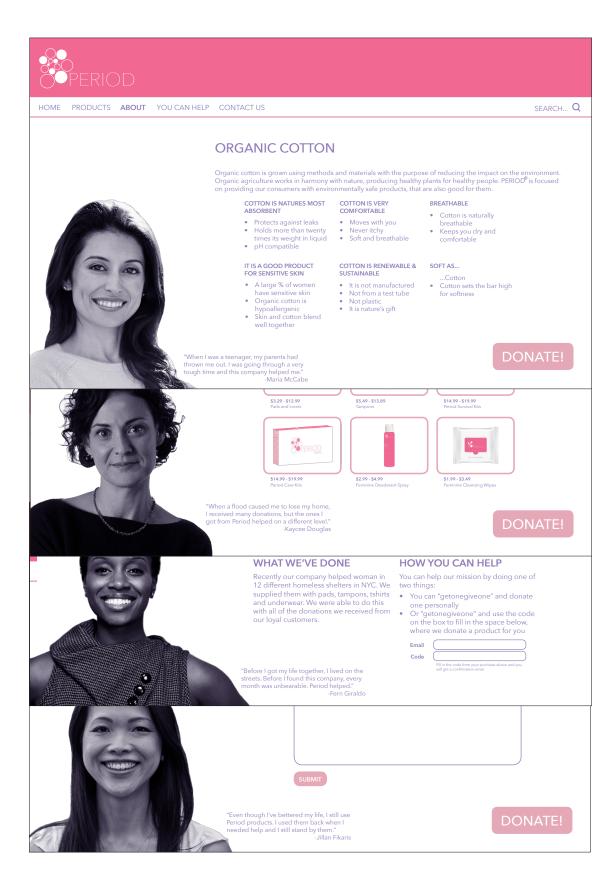




Ad Campaign: These three advertisements are to bring the attention to women in need; the women this company is aimed on helping.



















PERIOD Tracker App



# Thank You