

# Cindy Whiteman

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## Education **Bachelor of Science in Graphic Design** — graduated Aug. 2014

Emphasis in Print

Herzing University Online — Milwaukee, WI — President's List, GPA 3.96

## **Bachelor of Science in Drafting Technology** — graduated May 1995

Emphasis in Architectural Drafting

University of Central Missouri — Warrensburg, MO — GPA 3.04

## **Associate of Science in Architectural Drafting** — graduated May 1995

University of Central Missouri — Warrensburg, MO — GPA 3.04

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## Work **Freelance** — Curt Swisher — Jan. 2013 – Current

### Experience

- Various projects involving logos, business cards, and images.
- Swisher Reunion Notebook DVD set — Designed an emblem, packaging, CD labels, CD case insert, brochure, order form, and business cards
- Developing a board game with all of the packaging.

## **Burns and McDonnell** — Civil Detailer — May 1995 – Oct. 2009

- Coordinated with geologists, engineers, and scientists to create drafting packages and reports for a diverse number of projects.
  - Created, organized, and maintained file structure and reference files for a diverse number of projects.
  - Created report figures, site plans, flow diagrams, topographic maps, cross-sections, well construction diagrams, remediation drawings, design drawings, court room exhibits.
  - Transferred drawings to digital format.
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## Technical Expertise

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|-------------------------|-------------------------|----------------------------|
| • Macintosh or PC       | • Web Animation         | • Word Processing          |
| • Digital Illustration  | • Adobe Creative Suite: | • Microsoft Office:        |
| • Digital Layout Design | Illustrator, InDesign,  | Word, Excel, PowerPoint    |
| • Digital Imaging       | Photoshop, Dreamweaver, | • Digital Drafting Design  |
| • Web Page Design       | Flash, Acrobat          | • MicroStation and AutoCAD |
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## Professional Skills

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|----------------------------------|---|
| • File Organizing and Management | • Excellent at problem solving                  |
| • Reliable and adaptable         | • Ability to work independently and with a team |
| • Learn new systems quickly      | • Positive attitude                             |
| • Great communication skills     | • Strong time management                        |
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## Community **Boy Scout Adult Leader** — Mar. 2009 – Jan. 2015

### Involvement

Served on the Boy Scout planning committee

## **Cub Scout Adult Leader** — Aug. 2004 – Feb. 2012

Conducted Cub Scout meetings and activities, also served on the planning committee

## **Girl Scout member** — for 14 years

Awarded the Girl Scout Silver Award, second highest award in Girl Scouts.

Camp counselor: lead participants in activities while at camp.

## **4-H member** — for 6 years

## **National Honor Society member** — for 2 years