

Tatum Phelps

• they/them • tatumphelps13@gmail.com • 515-320-6948 • Algona, IA 50511 • linkedin.com/in/tatumphelps • tatumphelps.com

SUMMARY

Ambitious and detail-oriented graphic designer with experience in multiple creative areas seeking to use expansive knowledge of print and web publication as well as experience in social media, photography and video editing/production in a career where I can make a difference.

EDUCATION

Bachelor of Arts in Communications
Tracks: Graphic Design, Digital Media, Journalism & Public Relations
Waldorf University • Forest City, Iowa
Graduation: 2023 • GPA: 4.0

RELEVANT SKILLS

Adobe Illustrator • Adobe InDesign • Adobe Premiere • Adobe Photoshop
Social Media • Constant Contact • Canva • GarageBand • G Suite & Microsoft Workspaces

EXPERIENCE

Graphic Designer, Algona Publishing Company, Algona, IA (November 2023 - Present)

- Design layout for local newspaper and shopper upholding firm deadlines and company standards
- Collaborate with clients to create advertisements to be placed in weekly publications
- Create digital billboard videos and slides for area businesses and upload them in timely manner
- Upload weekly news stories to company website on a timely basis
- Post to company social media to strengthen relationships with residents in publication regions

Media and Event Intern, Forest City Chamber of Commerce, Forest City, IA (July 2023 - November 2023)

- Created and sent weekly email blasts for community through Constant Contact
- Created graphics for digital billboard and other publications
- Engaged with community during events including Puckerbrush Days and Motor Night

Music Department Student Worker, Waldorf University, Forest City, IA (January 2023 - November 2023)

- Regular communication with Music Department Chairs
- Created graphics, posters and social media posts
- Assisted with archiving concert recordings and programs

Communications Tutor, Waldorf University, Forest City, IA (January 2022 - November 2023)

- Assisted students with comprehension concepts learned in the classroom
- Promoted and encouraged high standards for academic success
- Regular communication with professors and academic success coaches

HONORS & LEADERSHIP

Alpha Chi National Honor Society • Dean's List • Distinguished Sophomore • Award President of Waldorf Choir • Vice President of Waldorf Wind Symphony • Student-led Radio Station Manager