

Olivia Seitz

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EDUCATION

CLEMSON UNIVERSITY - Clemson, SC

August 2021 - May 2025

Bachelor of Science in **GRAPHIC COMMUNICATIONS**, 3.92 GPA

Minor in **BUSINESS ADMINISTRATION**

Relevant Coursework: Graphic Design, Print Production, Photography, Videography, UX and UI Design, HTML and CSS Coding, Packaging Science, Marketing, Accounting, etc.

WORK EXPERIENCE

ART PRODUCTION INTERN

August 2024 – Present

The Graphic Cow, Greenville, SC

- Quickly and accurately produced customer proofs and print-ready art files using Adobe Illustrator and Adobe Photoshop, helping reach sales goals.
- Mastered prepress operations for screen printing, digital thermal decoration, and embroidery on apparel.
- Leveraged AI tools like Midjourney to generate unique artwork, optimized designs for screen printing, and incorporated customizable text to enhance print-ready graphics.

STUDIO COORDINATOR

May 2024 – January 2025

School of Rock, Mount Pleasant, SC

- Planned and coordinated two end-of-season concerts for eight of the Mount Pleasant location's bands comprised of students ages 6-18, with hundreds of attendees.
- Navigated complex scheduling needs for students and staff, and managed social media and email marketing.

GRAPHIC DESIGN, PRINT PRODUCTION, AND CUSTOMER SERVICE INTERN

May 2023 – August 2023

Charleston Sign & Banner, North Charleston, SC

- Designed and printed graphics for logos, decals, and signage for individual clients and businesses.
- Utilized FlexiSign, Adobe Photoshop, and Adobe Illustrator to create graphics.
- Performed prepress operations and printed graphics onto vinyl, banners, etc.
- Worked with clients to gather and define requirements and manage project timelines, implementing feedback and suggestions.
- Managed jobs for major accounts like Harley Davidson, Chick-fil-A, Charleston County School District, etc.

SHIFT SUPERVISOR

May 2021 – January 2023

Panera Bread, Mount Pleasant, SC

- Trained new employees and delegated tasks and responsibilities to boost performance and help team reach performance targets.

SKILLS

Graphic Design	Prepress Operations	HubSpot	Customer Service
Adobe Creative Suite	Microsoft Office Suite	Generative AI	Staff Management
Print Production	Website Building	Photo/Video Editing	Figma
HTML and CSS Coding	Website Maintenance	Production Art	FlexiSign

HONORS AND AWARDS

Clemson University President's List: Fall 2022, Spring 2023, Fall 2023, Spring 2024

Clemson University Dean's List: Fall 2021, Spring 2022

Palmetto Fellows and Pact Scholarship Recipient