

# tamara m. andolsen

1917 grace avenue, unit 1  
los angeles, california 90068  
tamaraandolsen@yahoo.com  
(440) 503-4440

## work experience

**roll international corporation**  
beverly hills, california  
september 2008–present

### creative assistant

work in the private home of the owner of fiji water®, pom wonderful® and teleflora® assisting in all creative tasks including invitation design, event design and gift wrapping; also involves some secretarial work

## young rembrandts

greater cleveland area, ohio  
february 2008–july 2008

### drawing instructor

taught students, pre-k through 4th grade, a structured drawing curriculum for a nationally renown franchise

## bob gail special events

los angeles, california  
july 2005–january 2008

### graphic designer/designer

designed and produced invitations, menus, and various print material; designed and built props and signs; participated in site inspections and event design

## the spark factory

pasadena, california  
summer 2004

### design intern

designed advertisements, marketing material, website logos, etc. for a small production company with well known clients

## tamando design/freelance

avon lake, ohio  
1999–present

### graphic designer

design promotional material, posters, wedding programs, invitations, etc. for paying clients

### painter/illustrator

paint and draw murals, portraits, landscapes, etc. for paying clients

## education

### miami university

oxford, ohio  
bachelor of fine arts, graphic design  
graduated may 2005

## related experience

### laws, hall & associates

london, england  
summer 2003

an interdisciplinary practicum which combines marketing, mass communication and graphic design students in order to create an extensive advertising campaign for a paying client, walker's snacks, ltd.™

### dale carnegie training

middleburg heights, ohio  
spring 1999

a 12 week course specializing in communication skills, interpersonal skills and improving relationships

## computer skills

mac and pc affluent, photoshop, illustrator, flash, quarkxpress, printcut and vinyl cutting, freehand, word, excel, indesign, dreamweaver, powerpoint, 65 wpm

## related skills

calligraphy, photography, drawing, illustration, painting, floral design, web design, wood shop knowledge, moderate spanish, minimal russian

references available upon request