

**Arriel Lockett**

*Freelance Graphic Designer*

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Graphic Designer & Photographer

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## Career Overview

I am an enthusiastic and creative Graphic Designer with over three years of experience. My strengths are design and photography. I am passionate about good communication and collaborating with clients to facilitate creative problem solving. I enjoy meeting new challenges and utilizing my time management and organizational skills to ensure that my work is completed to strict time lines, with great attention to detail. I am committed to a high standard in everything that I do.

## Experience

### Mail Processing Clerk II

September 2014 - Present

Transcentra - Naperville, IL

- Consolidate all items to be included in client package.
- Package contracts per client instructions.
- Prevent incorrect items from being sent.
- Prepare deposit reporting.
- Send package using customer courier request.
- Meet package deadlines.
- Prepare volume counts for proper billing.

### Home-Based Personal Support Worker

January 2013 - Present

Illinois Department of Human Services - Chicago, IL

- Assist consumer with achieving personal goals and tasks.
- Perform housekeeping tasks in consumer's home.
- Organize and plan a schedule for the consumer's daily routine.
- Track and record consumer's tasks and achievements.
- Provide transportation for daily outings.
- Shop for groceries and assist consumer with preparing meals.
- Provide companionship to the consumer.

### Lockbox Clerk

February 2011 - August 2011

US Bank - Chicago, IL

- Compared data with source documents.
- Assembled, sorted and verified the accuracy of data before it is entered.
- Located and corrected data entry errors, and reported them to supervisors.
- Maintained logs of activities and completed work.
- Read source documents such as canceled checks, sales reports, bills, and entered data in specific data fields.
- Utilized strong customer skills when answering questions.
- Implemented numeric 10 key.
- Handled cash when received inside incoming mail.

### Operations Senior Specialist

May 2007 - February 2011

PNC Bank - Itasca, IL

In addition to duties listed above.

- Discovered solutions to data entry problems.
- Compiled, sorted, and verified the accuracy of data before and after it was entered.
- Assisted outsourced operators with request.
- Activated audit trails for processed work.
- Inspected items to ensure customer receive funds.

**Portfolio:** [www.leidradesigns.weebly.com](http://www.leidradesigns.weebly.com)

## Education

Saint Xavier University, Chicago, IL 2012-2014  
*BA: Graphic Design*

South Suburban College, South Holland, IL 2006-2012  
*AA: Arts*

Thornton Fractional North H.S., Calumet City, IL 2002-2006

## Grants & Awards

- Saint Xavier University Art & Design Scholarship recipient for 2013-2014
- Saint Xavier University Transfer Merit Scholarship recipient for 2012-2013
- Dean's List 2010-2012
- Received PNC recognition award for focusing on customer's needs, and having a great teamwork ethic.

## Exhibitions

SXU "Unconventional Conversations" Senior Exhibition, Chicago 2014

SXU 4th Annual Scholarship Recipient Exhibition, Chicago, 2013-2014

Fresh Produce Exhibit, Chicago, 2013

2012 Cover designer of SXU's OPUS Magazine

- Featured artworks in OPUS 53. ([www.sxuopusmagazine.com](http://www.sxuopusmagazine.com))

SSC Student Art Gallery Exhibition, Chicago 2009-2010

## Design & Technical Proficiencies

Digital SLR Camera  
Mac/Windows  
Adobe CS6/CC  
Microsoft Office

Digital Photography  
Wordpress  
Image Manipulation  
Photo Restoration

Photo Retouching  
Typography  
Web Design  
InDesign

Photoshop  
Illustrator  
Premier  
After Effects