

Carole Andreen

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Education

- Associate Degree in Advertising Art
Art Center of Tucson
- High School Diploma - Sabino High School

Skills

- Adobe Creative Suite (PhotoShop, Illustrator, InDesign, PageMaker, Dreamweaver, Acrobat)
- Traditional Illustration
- Microsoft Office (Word, Excel, PowerPoint)
- WordPress
- Web-Based Skills (SEO, Google Analytics, Facebook Pages, Constant Contact & Mailchimp)
- CoStar/Loopnet

Projects

- Label artist for Woodford Reserve's 2015 Kentucky Derby Bourbon Bottle
- Del Mar Racetrack Commissioned Painting of 2012 Pacific Classic Winner
- Internal newsletter for Tucson Electric Power
- Newsletter for Richmond American Homes

Honors and Awards

- Best of Show, 2015 "The Horse, of Course!"
Four Corners Gallery. Tucson, AZ
- Poster Artist, March 1995 4th Avenue Street Fair, Tucson, AZ

Involvement

- Southern AZ Horse Racing Assoc. Board 2015
- HEART of Tucson Board 2009-2011

Affiliations

- Grumbacher Certified to teach Acrylic Painting
- International Equine Artists Signature Member
- Past Associate Member American Academy of Equine Art

References and Portfolio

Available upon request

Art & Design Experience

Marketing and Administrative Assistant

Tucson Realty & Trust Co.

Aug. 2017 - present

Design and marketing for established Commercial Real Estate company, trained to also fill in for Office Manager/Receptionist as needed.

- Create property flyers based on a corporate design template in InDesign;
- Manage listings on industry standard sites like CoStar & Loopnet;
- Promote properties online via general listing sites, social media and company website;
- Manage ongoing email campaigns (Mailchimp),
- Generate reports in CoStar,
- Help with the admin tasks such as answering phones and processing mail for multiple tenants; handling receptionist duties as needed.

Professional Artist

Self

2003 – present

Original and commissioned oil paintings, illustration, galleries and juried art exhibits, document and publication production, e-commerce, marketing (web, social media & print), t-shirt & print design, web & logo design and promotion for clients.

Art Instructor

Michael's Art & Craft Stores

Apr. 2017 - Feb. 2018

Teach classes on basic drawing and acrylic painting to all levels from beginner to experienced..

Work Experience

Veterinary Receptionist

Greenway Pet Clinic

Oct. 2014 – Mar. 2015

Client education & communication, manage schedule, admit/discharge patients, multi-line phones & email. Process medical files, work in Veterinary Management Software, daily bookkeeping.

Veterinary Technician

Greenway Pet Clinic

Jan. 2005 – July 2011

Managed controlled drug log, pet food ordering & inventory. Client education & communication, anesthesia monitoring & surgical support, draw blood, in-house lab work & outbound labs, medical record management, medicating & vaccinating patients, routine procedures (dental prophylaxis, etc), in-hospital patient care. radiology, and prescriptions.

Document Conversion

Misys Healthcare Systems

Dec. 2002 – Sept. 2003

Pagemaker to Word document conversion

Production/Assistant

CARF

Aug. 2002 – Aug. 2003

Production of standards manuals & certificates of accreditation.