

# KRISTIN WALDRUP

651-269-6493 • knwaldrup@gmail.com • www.kristinwaldrup.com  
911 Hyacinth Ave East • Saint Paul, MN • 55106

## EXPERIENCE, SKILLS & ABILITIES

- Extensive experience in graphic design
- Experience producing websites, logos, print & web advertisements, note cards, fliers, posters, business cards, brochures, stickers, greeting cards, medical forms, vehicle graphics and wedding invitations
- Project coordination and management
- Proficient in both Macintosh and PC computer platforms
- Experienced with the Adobe Creative Suite as well as the Microsoft Office Suite
- Photography including portraits and surgical for marketing materials
- Spent one month in Florence, Italy studying renaissance architecture, painting and sculpture

## WORK HISTORY

### *KRISTIN WALDRUP DESIGN SERVICES, ST. PAUL, MN*

#### **Freelance Graphic Designer & Photographer 2001-Present**

Website design, flyers, logos and branding, greeting cards, wedding invitations, birth announcements, web graphics, wedding and portrait photography.

### *HEALTHEAST CARE SYSTEM, ST. PAUL, MN*

#### **Administrative Secretary 2008-Present**

Provide administrative support for St. Joseph's Hospital; including project coordination & management, graphic design, photography, audiovisual coordination, meeting planning and database management.

#### **Marketing and Communications Coordinator 2007-2008**

#### **Marketing Program Assistant 2006-2007**

Provide general support for the Marketing department including; project coordination & management, graphic design, photography, database management, event planning, provide leadership to interns and volunteers, proofreading, writing, and coordinate mailings.

#### **Mail Copy Associate 2003-2007**

Print and create documents, customer service, database management, supply ordering, photo identification photography and production, and mail distribution.

### *DYNAMEX, ST. PAUL, MN*

#### **Customer Service Representative 2002-2003**

Customer service, scheduling, inventory, shipping and receiving.

## EDUCATION

University of Minnesota, Bachelor degree in Art with a focus on Electronic Media, 2004 – 2009

Century College, Associate degree in Graphic Design, 1999 - 2001

Winner of the 2001 design contest for the Century College Annual Alumni Dinner invitation.

References and portfolio available upon request.