



## Contact

(920)397-0803

mal.hines@gmail.com

www.linkedin.com/in/malhines/

www.malhines.com

## Formal Education

MATC - Fort Atkinson  
Certified Nursing Assistant - Sept. 2009  
CBRF Certified

Bryant & Stratton College - Milwaukee  
Associates Degree Graphic Design  
Graduated April 2012  
Awards Dean's List, Won Graduation  
Cover Design Contest  
Intro to Web Design class at  
Bryant & Stratton College  
Internship at ESPN/GKB 540 Radio

## Skills

*Proficient in* - PC AND MAC  
MS - Word, Excel, PowerPoint,  
Outlook, Adobe CS5 & CC, InDesign,  
Illustrator, Photoshop, Wix, Google  
Platforms, most Social Media  
Platforms

*Knowledge of* - Lotus Notes, Acrobat  
Pro, Acrobat Distiller, Quark, Adobe  
Premier Pro and Rush

*Project Experience* - Flyers, Print and  
Web Ads, Logos, Business Cards,  
T-shirt Design, Brochures, Event  
Programs, Newspaper Print, Custom  
Invitations, Websites

# Mallory Hines

## Work History

### Lake Mills Area Community Foundation

#### Office Admin./Graphic Designer • Jan. 2019 - Current

Contact: Brian Watson- LM Ace Hardware (920)648-6489

Duties: Creation of all flyers, brochures, ads, and forms. Maintain website, social media, point of contact emails and newsletters.

### Lake Mills United Methodist Church

#### Church Secretary/Office Admin. • Feb. 2018 - Current

Contact: Pastor Edwin Vargas (920)648-2416

Duties: Answer phones, create and update website/facebook/bulletin board/E-blasts. Maintain church calendar, design event posters and advertisements. Create worship and funeral bulletins, powerpoints and record church council minutes.

### Coute Inc.

#### Cleaning Professional • Dec. 2015 - Current

Contact: Sara Boney (920)563-4101

Duties: Clean patient rooms, waiting rooms, bathrooms and labs in medical clinic buildings. Trash pick-up, vacuuming, mopping, windows, dusting, straightening and detail cleaning.

### Daily Jefferson County Union

#### Graphic Designer/Classifieds • May 2014 - Sept. 2016

Contact: Robb Grindstaff (920)563-5553

Duties: Classified page layout, classified ads, main news ads, special sections ads, promotional flyers and mailers, sales flyers and online classified ads. Awards at Wisconsin Newspaper Association, First Place - Best Circulation Promo, Second Place - Best Newspaper Promo, Second Place - Best Use of Color, Third Place - Best Use of Color, Honorable Mention - Bill Payne Award.

### Good Morning Advertiser/Hometown Newsgroup

#### Graphic Designer • Oct. 2012 - May 2014

Contact: Robb Grindstaff (920)563-5553

Duties: Create customer ads, advertiser page layout, print pre-production and advertiser re-design.

### GKB/ESPN Milwaukee

#### Graphic Design Intern • January 2012 - May 2012

Duties: Create flyers, logos, website design, wed advertising, and cover local sports games.

### Arbor Point Assisted Living

#### Certified Nursing Assistant • April 2010 - November 2011

Contact: Terri at JBJ inc. 262-255-1800

Duties: Help disabled and elderly with daily activities, bathing, eating and hygiene. Assisting clients with cleaning, medications, laundry, food preparation and leisure activities.

### Nautica

#### Assistant Manager/Clerk • September 2007 - May 2008

Contact: Jessica Nilsestuen (920)222-1119

Duties: Customer service, sales, reporting, visual merchandising, payroll and scheduling.