

RACHEL TOPPING

rachel topping
graphic designer

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EDUCATION

Virginia Commonwealth University / Richmond, Virginia
Bachelor of Fine Arts: Graphic Design, Minor: Spanish, May 2011

Universidad Internacional / Cuernavaca, México
Study Abroad Program, 9 credits

Advanced Technology Center / Virginia Beach, Virginia
Certificate of Completion: 2 Year Digital Design Program

PROFESSIONAL EXPERIENCE 2009–2011

Head Graphic Designer

STRUT VCU Fashion Show / Richmond, Virginia
Managed production of multiple web & print-based media, editorial photography, & collaborated with a second codesigner.

Creative Intern

ATE Clothing Co. / Richmond, Virginia
Developed brand identity for ATE Clothing Company. Produced all in-house print & advertisement design. Facilitated & oversaw photoshoots as well as product design & placement.

Design Intern

James River Writers / Richmond, Virginia
Corresponded with multiple executives on the production of a multi-page event program, poster & postcard design, & other miscellaneous newsprint/advertisements for JWR, negotiated with corporate sponsors.

Freelance Designer

Various Organizations
Processed multiple individual requests from clients including Suburban District Electro Band, The Agave Room Bar & Lounge, & promotional companies: Parcore Productions, Climatic Nation, A-Money, SlapDash. Projects included brand development, flyer production, website design, album covers, & ticket designs.

Programming & Publicity Chair

NAACP at VCU / Richmond, Virginia
Chaired the creation & distribution of all publications, event flyers, agendas, & television advertisements. Organized & coordinated the reservation of all rooms & publicity needed for organizational events.

WORK EXPERIENCE

Information Assistant

University Student Commons & Activities / Richmond, Virginia / Dec. 2009–Current
Prioritized the resolution of customer complaints, the management of all in-person inquiries & event programming, & information center call-center.

MEMBERSHIPS & AWARDS

Secretary

Eta Theta Chapter of Zeta Phi Beta Sorority, Inc

AAAC Merit Scholar, 8 Semesters

Charlie Wootan Scholar, 6 Semesters

Access College Foundation Special Scholar, 8 Semesters

James River Writers 2011 Poster Design Contest Winner / Richmond, Virginia

Pungo Strawberry Festival 2007 Poster Design Contest Winner / VA Beach, Virginia

Nominated for "Who's Who" of VCU

TECHNICAL KNOWLEDGE

Proficient with both the PC & MAC OSX platforms, Extensive knowledge of the Adobe Creative Suite (Illustrator, InDesign, Flash, Photoshop, Dreamweaver, AfterEffects). Experienced in HTML, Javascript, & Flash. Bilingual: Spanish. Skilled in Microsoft Office.