
Mandie Kozlowski

Graphic Designer

Amanda (Mandie) Kozlowski

<http://www.mandieland.com> • Mandie@mandieland.com

Qualifications Profile

Versatile, dependable and committed professional with strong computer and creative skills seeks an independent or team-oriented position

Education

2001- 2003

SUNY Institute of Technology Utica, NY

- GPA 3.78 in the study of Professional and Technical Communication, concentration in Graphic Design
- Member of the Graphic Artist's Guild

1999 - 2001

Adirondack Community College Queensbury, NY

- Associate in Applied Science, major in Communications and Media Arts
- Graduated Magna Cum Laude
- Secretary/Treasurer of Phi Theta Kappa Honor Society

PC Computer Skills

- Adobe Photoshop®
- Adobe Illustrator®
- Dreamweaver®/HTML Code
- Quark®
- Microsoft® Office Suite
- Internet Research & Advertising

Professional Experience

SIXNET, LLC • Clifton Park, NY • January 2004 - July 2008

Marketing Communications & Design

- Redesign and maintain corporate website <http://www.sixnetio.com> from 2004-2008
 - Manage domain names and hosting accounts
 - Maintain Miva Merchant web store
 - Design ads for online and print marketing campaigns
 - Create and send monthly corporate newsletters
 - Handle budgets, sales lead tally and communication with advertisers
 - Design brochures, product labels, photograph products, build & design product CD
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Bast Hatfield, Inc. • Clifton Park, NY • May 2003 - July 2003

Marketing Administrator

- Design project sheets and company resumes
- Handle Marketing needs
- Ground breakings, promotional items, ads, and editorials
- Develop and build on digital photography library

Little Angel's Nursery School • Ballston Spa, NY • April 2003 – May 2003

Graphic Designer – Class Practicum

- Design layout for brochures, posters, calendars, newsletters and a Web site for **Little Angel's Nursery School** <http://www.littleangelsns.com/>
- Write and research for the above deliverables
- Find outside vendors for printing and Web hosting

K & R Supply • Queensbury, NY • April 2002 – June 2002

Technical Assistant

- Customer Service in person and on the telephone
- Computing business data and sales invoicing
- Taking inventory
- Retail work

Graphic Design, Web Design and Photography Portfolio Available Online at www.mandieland.com – References available upon request
