



TRACIE STAMBAUGH

717.476.4365

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www.traciestambaugh.com

OBJECTIVE

To effectively use the communication and organization skills that I have acquired over the years along with my design process to create and develop a print or interactive job and see the job through to the end.

SKILLS

Adobe Creative Suite: Photoshop, Illustrator, InDesign
Microsoft Office Suite, Social Networking, My Emma E-news System, Simpleview

WORK EXPERIENCE

York County Convention & Visitors Bureau

Graphic Design and Production Specialist

November 2010-Current

- Maintained and updated company website, web and print ads and e-newsletters
- Designed and coordinated the annual production of the York County Travel Guide
- Coordinated photo shoots with outside vendors to develop the photography library
- Developed brochures, flyers, postcards, signage, invitations, logos, promo items, etc.

Wyndham Hotel, Gettysburg, PA

Front Desk Clerk

May 2009-October 2010

- Organized guests' information using the OPERA Hotel Reservation System
- Resolved requests and complaints with in-house and over the phone guests

Competitive Internship, University Communications & Marketing, Millersville, PA

Graphic Designer

January 2010-May 2010

- Coordinated and communicated directly with clients on design jobs and budgets
- Maintained and updated posters, postcards, and brochures
- Met deadlines and organized working on multiple jobs at once
- Executed design jobs from initiation through to the printer

Millersville University Graphic Design Lab, Millersville, PA

Lab Consultant

September 2009-May 2010

- Resolved technical problems and printed work for students
- Maintained lab equipment: 5 printers, 5 scanners, and over 30 computers

Tennis For Kids, New Oxford, PA

Tennis Instructor

Summer 2004-Summer 2008

- Assembled groups and organized games to develop children's tennis skills
- Managed and motivated 20-25 children by teaching them tennis

JCPenney, Hanover, PA

Sales Associate

June 2004-December 2006

- Responsible for cash register and calculating sales profits at night
- Resolved customers questions both in the store and over the phone
- Cataloged credit card applications via the computer
- Responsible for orderliness and appearance of department store



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PROFESSIONAL ORGANIZATIONS AND ACTIVITIES

**Main Street Hanover
Promotion Committee Member**

June 2013-Current

- Served and contributed ideas to build Hanover's Downtown life
- Developed an Action Plan to highlight areas of interest of Hanover's niche market
- Brought ideas for logo and website development, marketing plans and image campaign promotion

**Leadership Hanover
Hanover Area Chamber of Commerce Professional Leadership Program**

September 2012-April 2013

- Learned about key components of a community: education, economic development, health & wellness, local and state government
- Discovered and developed leadership skills to make my career more successful
- Networked with key business men and women throughout the community and other participants

York Young Professionals

June 2012-Current

- Networked with young professionals, community residents, stakeholders and the business community
- Created positive opportunities for community outreach and built my professional identity

**AIGA-The professional Association for Design
York County Convention & Visitors Bureau Professional Network**

November 2010-Current

- Attended the 2014 HOW Live Design Conference, Boston, MA
- Attended the 2013 HOW Live Design Conference, San Francisco, CA
- Attended the 2012 HOW Live Design Conference, Boston, MA

**AIGA-The professional Association for Design
Millersville University Central Pennsylvania Chapter AIGA Secretary**

September 2009-May 2010

- Attended various design exhibitions and workshops
- Organized student activities
- Sent out email notifications, kept track of meeting minutes
- Member since October 2007

**Big Brother Big Sister
Community Service Volunteer**

April 2011

- Bowl For Kid's through American Eagle Outfitters

Volleyball Intramural Team 2008 and 2009



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EDUCATION

Millersville University

August 2006-May 2010

- Graduated with a Bachelors of Art in Art with a concentration in graphic and interactive design

New Oxford High School, New Oxford, PA

June 2006 Graduate

- National Honor Society
- National Art Honor Society

EXHIBITIONS

Factory: Second Shift Art Show

York, PA

April 2012

Judges Choice Award

Graphic and Interactive Portfolio Design Show

Millersville University

May 2010

Annually Selected Student Art Exhibition

Millersville University

May 2009-June 2009

REFERENCES AVAILABLE UPON REQUEST