

# Zoë Smith

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## Graphic Design Intern

*Creative | Organized | Team Player*

With extensive customer service experience and a passion for creativity, I am seeking a graphic design internship to further develop my skills and gain hands-on experience. I am excited to apply my dedication, work ethic, and organizational abilities to a career in design. I have experience across a range of industries, from childcare to the food service. These roles have helped me develop strong communication skills and the ability to work effectively with diverse teams and customers. I'm a quick learner, highly organized, and always committed to a high level of personal accountability. From school to my work, I strive to deliver quality results in everything I do.

### *Signature Strengths & Competencies*

Adaptability  
Creative Problem Solving

Attention to Detail  
Collaboration

Time Management  
Empathy and Communication

## Work Experience

### **Lucette's Brewery – Menomonie, WI | September 2024 - Present**

*Server, Bar Float, and Hostess*

I currently work several roles at the brewery depending on scheduling needs.

- **Server:** Deliver exceptional customer service by taking orders, making menu recommendations, and ensuring timely delivery of food and drinks. Manage multiple tables while creating a welcoming and enjoyable experience for guests.
- **Bartender:** Serve and manage the bar. Mix cocktails, answer the phone, and work weddings/events. Collaborate with team members to maintain high service standards in a fast-paced environment.

### **UW-Stout Housing – Menomonie, WI | May 2025 – September 2025**

*Graphic Designer*

I worked this job over the summer to gain experience with graphic design.

- Meet with clients and UW-Stout Housing Staff to understand what they needed to be designed. Communicated and updated clients with the process and provided final deliverables.
- Designed posters, flyers, and layouts for various needs.
- Updated information on handbooks, posters, and graphics needed for the Housing website.

### **First Step Childcare and Preschool – Elk River, MN | April 2022 – March 2024**

*Child Care Assistant*

I worked this job in high school and on my breaks while in college:

- Assist with daily activities, including playtime, and meals.
- Supervise and engage with children to ensure their safety and well-being.
- Maintain a clean and organized classroom environment.
- Build positive relationships with children, parents, and staff.
- Support children's emotional and developmental needs.

## **Coborns, Inc – Albertville, MN | December 2020 – June 2023**

### **Bakery Clerk II – April 2021 – June 2023**

- Decorated and airbrushed cookies and cupcakes, making sure they were visually appealing and high-quality products for customers
- Stocked and organized the bakery floor, ensuring products were properly displayed and readily available.
- Managed inventory of supplies and packaging to assist in keeping the workspace organized.
- Filled pastry cases with fresh items, making sure the case was visually appealing.

### **Online Shoppes – December 2020 – April 2021**

- Shopped for customer grocery orders, ensuring accuracy and timeliness.
- Organized orders into bins for easy pickup or delivery.
- Provided excellent service to customers with order inquiries and special requests.
- Managed multiple orders at the same time, consistently meeting order deadlines in a fast-paced environment.

## **Taco Johns – Albertville, MN | April 2020 – December 2020**

### **Crew Member**

- Efficiently took orders from customers, ensuring accurate and timely service in a fast-paced environment.
- Delivered excellent customer service, addressing customer concerns with professionalism and courtesy.
- Contributed to maintaining a clean, safe, and organized work environment

## **Education**

### **University of Wisconsin – Stout, Menomonie, WI**

Fall 2023 – May 2027 (expected graduation)  
Major: Graphic Design and Interactive Media  
Minor: Studio Art

### **Anoka Ramsey Community College – Anoka, MN**

Fall 2021 – Spring 2023  
Post-Secondary Education Option (PSEO) allowed me to earn college credits my junior and senior year.

### **Rogers High School – Rogers, MN**

Fall 2019 – Spring 2023  
GPA: 3.6  
AP Classes: Human Geography, US History

### **Extra Curriculars**

#### **University of Wisconsin – Stout**

- AIGA Communication Director (2025-2026)
- AIGA Vice President (2024-2025)
- Blue Devils Dance Team (Fall Season 2023)

#### **Rogers High School**

- Rogers Fall Dance Team (2021-2022)
- Rogers Fall Dance Team Captain (2022-2023)
- National Art Honors Society (2022-2023) Won silver medal during school year
- National Honors Society (2019-2023)

### **Software and Skills:**

Adobe Illustrator, InDesign, Photoshop, Figma  
Organization, Customer Service, Communication, Time Management, and Attention to Detail

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