

LEE FLESHMAN

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leeslittlemind.com

OBJECTIVE

To work towards opportunities for personal growth, enhance my best qualities, such as dependability, attention to detail, and positive attitude, all while gaining experience, in as many aspects as possible, along the way.

EXPERIENCE

Ivy Park Senior Living → Server

AUGUST 2023 - MARCH 2025

- Create a welcoming atmosphere with clear signage and organized seating.
- Enhance meal presentation through thoughtful plating and menu design.
- Streamline service flow with efficient order-taking and guest communication.
- Organize reservations and company event parties; design table arrangements and packaging.
- Keep spaces visually clean by maintaining an organized dining and kitchen area.

DeVorss Publications and Company → Intern

MARCH 2024 - APRIL 2024

- Researched public domain books and publication methods.
- Developed, edited, and coordinated new book covers for re-publication with the editorial team.
- Aided the design team on projects, overseeing book cover planning and execution.
- Assisted with technology-related issues, troubleshooting concerns, and workflow efficiency.
- Drafted concept sketches for book covers, researched publication methods, and gathered creative inspiration from industry professionals.

Bickel Group → Assistant Intern

JULY 2021 - AUGUST 2022

- Used Microsoft Excel to file company transactions and other various data entries.
- Posted various vendor invoices for the company's accounting manager.
- Reworked physical company paperwork and imported digital copies to the company's website.
- Organized all vendor materials.
- Restocked and organized office spaces and client library; assembled office furniture and assisted in interior design elements.

EDUCATION

Otis College of Art and Design → BFA Graphic Design

AUGUST 2021 - MAY 2025

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| → Honors Program | → Otis College Dean's List Honoree |
| → Advertising Minor | → Otis Diversity Scholarship Honoree |
| → Digital Media Minor | → Otis College Presidential Scholarship |
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