



Alea R. Smith

816-591-5376

aleasmith21@gmail.com

www.alearsmith.com

education

Bachelor of Arts- Studio Art

University of Missouri- Kansas City

Graphic Design emphasis- Dec. 2007

Bachelor of Sciences in Journalism

University of Kansas

Magazine emphasis- May 2004

University of Newcastle

Semester abroad- Fall 2002

COMPUTER SKILLS

In Mac and PC formats:

Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, Dreamweaver, Flash, Quark XPress, Excel, PowerPoint, MS Word, EditPro

A detail-oriented creative with a strong work ethic. Having a background in journalism, graphic design and the service industry I have developed strong abilities for working in a fast-paced, ever-changing environment. Also possess capacity to manage multiple projects on deadlines independently or as part of a team.

WORK HISTORY

Bailey Bail Bonds

Bail Bond Agent, Administrative Assistant

Sept. 2007- Present

Working directly with clients to ensure release from jail.

Recording and maintaining files of all existing and past clients.

Ensuring accuracy of court dates for both clients and agent forfeiture hearings.

Applebee's Grill & Bar

Server, Bartender, Trainer

Dec. 2002- Present

Serving guests to ensure an enjoyable dining experience.

Creating promotional fliers for use in store and through local marketing.

Assisting in training of new employees.

Lawrence Journal-World

News Writer (Internship)

Aug. 2003- Dec. 2003

Writing of briefs and news stories.

Gathering sources and information to build accurate, balanced stories.

Westlake Ace Hardware

Head Cashier

Dec. 2000- July 2002

Managing cashiers.

Monitoring daily transactions and maintaining records.

Processing defective returns and special orders through manufacturers.