

# Samuel T. Caldwell

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## EXPERIENCE

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\*Design Portfolio

### ADMINISTRATIVE ASSOCIATE I

OFFICE OF STATE AND HUMAN RESOURCES | RALEIGH, NC | 2023 - 2023

As an Administrative Associate I, I fulfilled the following responsibilities:

- Communicating with state employees via phone, email, and in-person to address a variety of inquiries.
- Collecting data and redistributing digital and printed material.
- Facilitating the flow of work and coordinating support with other staff members.

### FULFILLMENT EXPERT

TARGET CORPORATION | BURLINGTON, NC | 2021 - 2023

As a Fulfillment Expert at the Target Corporation, I fulfilled the following responsibilities:

- Shopping orders for guests while adhering to a strict timeline.
- Strategically labeling, organizing, and storing guests' orders to maximize efficiency.
- Distributing merchandise onto the sales floor.

### BUILDER, TRANSPORTER, & INSTALLER

EVERLASTING SIGNS | GRAHAM, NC | 2020 - 2021

Everlasting Signs specializes in making custom stone signage for residential and commercial applications while providing quality and exceptional customer service. While working for Everlasting Signs, I held a role in the following aspects of the company:

- Designing and building stone signage.
- Transporting completed signage across North Carolina or out of state.
- Installing signage while communicating and meeting the client's needs.

## EDUCATION

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**Appalachian State University** | Bachelor of Fine Arts | Expected Dec. 2024

GPA: 3.82/4.0

- College of Fine and Applied Arts: Graphic Design Program: Admitted Fall of 2022.
- Chancellor's List (Semester GPA of 3.85 and above): Selected Fall of 2022.
- Chancellors List (Semester GPA of 3.85 and above): Selected Fall of 2023
- Photography series, "Perspective," displayed in the 3<sup>rd</sup> Place" event Space in Boone, NC in December of 2023.

## SKILLS

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Adobe Creative Suite (Photoshop, InDesign, Illustrator, Premiere Pro, After Effects, Audition, Character Animator, Lightroom), HTML, Photography, Publication Design, Strategic Branding and Positioning, Product Design, Communication, Collaboration, Public Speaking.

## REFERENCES

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### Aaron Nelson

*Business Systems and Analytics Manager*

Glen Raven

(336) 512-2477

### Carla Markham

*Recruitment Manager*

OSHR Temp. Solutions

(984) 236-1055

### Jessica Greenfield

*Professor*

Appalachian State University

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