

# LIZZIE BAXTER

## PERSONAL PROFILE

Illustrator and designer with a decade of experience. I love adding some whimsy to my projects! Also experienced in libraries and admin.

## ACADEMIC BACKGROUND

### Bachelor's of Fine Arts

University of North Alabama, 2012

## ACHIEVEMENTS

Illustrated an album cover • Featured on a billboard • Designed Early Literacy posters • Lead team to create Access Services Manual • Managed and streamlined pieces missing • Lead comic program for teens • Hosted a solo art show and group art show • Designed greeting cards for Kweercards

## SKILLS

Adobe Creative Suite • Canva • Communication skills • Customer service • Design • Digital media • Google suite • Interpersonal skills • Mac OS/Windows OS • Microsoft Office • Organization • Print media • Project management • Research • Task scheduling • Time management • Web media • Writing



## EXPERIENCE

### Senior Library Assistant

Irving Public Library, 2021 to Present

- Design and implement large scale campaigns that can sometimes include other city departments as well as other libraries outside the city.
- Primary responsibilities include creation of graphics, media, and print materials promoting library events and services using Adobe Creative Suite and other online applications.
- Assist in maintaining public website, including text, graphics, forms, and video.
- Provide a range of customer service as well as community events and engagement

### Freelance Illustrator

2013 to Present

- Create digital and traditional illustrations based on clients needs.
- Schedule meetings with clients to better understand vision of the project.
- Manage deadlines and projects at once without any supervision.
- Clients include Void Echo, Habitat for Humanity and Kweercards.com
- Research new materials and programs.

### Administrative Support Assistant

Carrollton Public Library, 2014 to 2020

- Organized, provided customer service with library's resources.
- Exported data from our database for reports.
- Resolved pieces missing issues by communicating with selectors and patrons.
- Worked within a team to improve and establish new policies and procedures in the library.
- Interviewed, hired, and trained volunteers.
- Attended outreaches at schools and city events.
- Hosted Library Support Staff Round Table event with team.
- Marketed and hosted teen program about making comics.
- Lead team to create Access Services Manual of policies and procedures to train new employees.
- Created various marketing materials both print and digital.

