


Shelby Coldiron

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Passionate and creative Graphic Designer dedicated to crafting visually compelling designs that inspire and engage. With a strong foundation in art and design, I strive to contribute my skills to a supportive and collaborative team, helping businesses and brands grow. Committed to delivering innovative solutions while fostering a welcoming work environment that encourages creativity and success.

WORK EXPERIENCE

Office Depot — *Montrose, Colorado*

Sales Associate- I have experience working in customer service, handling cashier responsibilities, and assisting clients with printing services. I provided support to customers, processed transactions, and helped fulfill printing requests.

June 2024 - August 2024

Spirit Halloween — *Grand Junction, Colorado*

Sales Associate- I have experience working in customer service and as a cashier during the busy holiday seasons. I assisted customers with purchases, handled transactions, and provided support in a fast-paced environment.

September 2022 - November 2022

Crumbl Cookie — *Montrose, Colorado*

Baker- I safely prepared ingredients, baked a variety of goods, and decorated food with attention to detail. Each step required precision and adherence to safety guidelines. My role ensured that the final products were both visually appealing and high quality.

May 2022 - August 2022

High School Yearbook Staff — *Montrose, Colorado*

Graphic Designer, Page Editor, and Business Manager- I designed assets and edited pages for the yearbook, ensuring a polished final product. I also reviewed pages for accuracy and quality. Additionally, I managed sponsor contributions and handled payments.

August 2021 - May 2022

EDUCATION

Colorado Mesa University — *Grand Junction, Colorado*

BFA in Graphic Design- May 2027

Montrose High School — *Montrose, Colorado*

High School Diploma- Graduated in 2022

SKILLS

- Adobe Creative Suite
- Microsoft 365
- Inventory Organization
- Strong Customer Service (In-Person & Remote)
- Effective Communication (24/7 Availability & Responsiveness)
- Team Collaboration & Conflict Resolution
- Empathy & Active Listening

REFERENCES

Rebecca Schwerdtfeger — *Teacher of Business & Technology*

970.433.9874

rebecca.schwerdtfeger@mcsd.org

600 South Selig Avenue, Montrose, Colorado, 81401

Jessica Reeves — *Manager of Office Depot in Montrose, Colorado*

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2201 South Townsend Avenue, Unit C, Montrose, Colorado, 81401

Stacey Wilcox — *Pediatric Clinic Coordinator in Montrose, Colorado*

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