



512-369-2335
hi@rmholt.com
linkedin.com/in/rmholt
rmholt.com

WORK EXPERIENCE

GRAPHIC DESIGN INTERN

JUN 2023 - PRESENT

The Art Galleries at ACC, Austin, TX

- Design promotional materials, including signage, informational cards, and print/digital ads to support gallery events and programming
- Developed branding for the Fall 2023 exhibition, establishing a clear and consistent visual identity for use across all exhibition collateral
- Improved wayfinding between gallery spaces by designing new maps and directional signage

SENIOR ADMINISTRATIVE ASSOCIATE

2020-PRESENT

University of Texas, Austin, TX

- Process billing and financial reports for federal, state and private grants according to the terms and conditions outlined in the contract
- Monitor post award activities to ensure compliance involving allowable costs, cost transfers, budget adjustments and reporting requirements

PUBLIC SERVICES SPECIALIST

2018 - 2020

St. Edward's University, Munday Library, Austin, TX

- Demonstrated excellent customer service while assisting patrons with circulation, general inquiries, and reference at the Library Information Desk
- Served as Administrative Assistant for the library, performing a variety of clerical functions to support the efficient operation of business
- Acted as the lead supervisor for 5-10 student employees, maintaining quality staffing through recruiting, hiring, scheduling, training, and feedback
- Served on the library's user experience team, helping to plan and execute testing of library products and services to advance user-based design
- Supported library outreach by designing promotional and give-away items

LIBRARY ASSISTANT

2017 - 2018

Austin Community College Library, Austin, TX

- Worked at the library circulation desk, checking library materials in and out, responding to general inquiries, assisting with the use of library equipment, and providing excellent customer service to best serve library patrons
- Performed regular stack maintenance such as shelving, shelf reading, shifting, and inventory to help maintain a well-organized collection

ABOUT ME

Graphic Designer and Illustrator with a background in Studio Art, a strong knowledge of design techniques, tools, and principles, and years of experience working in cultural and education spaces.

EDUCATION

AAS, GRAPHIC DESIGN 2023

Austin Community College

BFA, STUDIO ART 2014

The University of Texas at Austin

SKILLS

Typography
Layout
Color theory
Digital photo compositing
Brand development
Illustration
Attention to detail
Communication
Creative problem solving
Customer service
Leadership
Multi-tasking

SOFTWARE

InDesign
Illustrator
Photoshop
Figma
Microsoft Office