

Rachel Phelps

rae_phelps@yahoo.com
(909) 215-9868

Skills

- Customer Service
- Microsoft Office
- Design & Layout
- Program Planning
- Graphic Design
- Money Operations

Software

- QuickBooks Pro
- Adobe Photoshop CS7
- Adobe After Effects CS7
- Autodesk Maya 2017

Work Experience

City of Chino, Human Services Specialist **2017-Present**

- Assist with flyers and poster making for Chino Youth Museum.
- Teach anti-tobacco materials to students at schools.
- Provide excellent customer service and knowledge to guests.
- Perform daily programming and activities.
- Handle and enter money into QuickBooks.
- Lead summer and year-round Chino Youth Museum programming.
- Help create art and designs for city's staff training.
- Help work multiple programs to gain knowledge of City of Chino operations.

Creative Experience

The Shootout, Senior Project **10/14 - 3/15**

- Created concept designs for environments, props and characters.
- Modeled, unwrapped, and textured 3D environment and props using Autodesk Maya 2015.
- Showed weekly progress while surpassing work and deadline expectations.

The Punch, Senior Project - Director **1/15 - 3/15**

- Delegated duties to different team members.
- Created concept designs for 2D backgrounds and character designs.

Education and Training

The Art Institute of California - Inland Empire, Bachelor of Science, **June 2015**
Media Arts & Animation

References available upon request