



MADELINE BUCHTA

Graphic Designer, Marketer, Artist • @maddybuchtadesigns



EDUCATION

Fort Atkinson High School • 2017 • Fort Atkinson, WI

GPA: 3.9881. ACT: 28. Salutatorian. AP Courses include Calculus, Art, and Computer Science. Activities include Music, Theatre, Art, Forensics, FFA, NHS, and NAHS.

Carroll University • 2021 • Waukesha, WI

Majors: Graphic Communication, Theatre Arts; Minor: Computer Science. GPA: 3.971. Summa Cum Laude. Dean's List all semesters. Activities include Carroll Players, Honors Program, and Theatre.

EXPERIENCE

Marketing Specialist/Graphic Designer • In-Focus Photography

Nov. 2021 - Present

Maintains all marketing aspects of the business, including email campaigns, social media, print materials, and website. Assists in the development of specials and events to engage with our audience. Additionally responsible for various client and product designs.

Freelance Graphic Designer • Maddy Buchta Designs

June 2021 - Present

Networks with potential clients, maintains a consistent client-base, presents project proposals, and fulfills projects within a deadline. Clients include Jubilate Chorale, Milwaukee Metro Voices, & Fort HealthCare.

Theatre Office PR Fellow/Graphic Designer • Carroll University

Jan 2018 - June 2021

Lead and created the artistic vision for all marketing & PR materials within the Theatre Dept. Managed the PR team in the curation of new ideas and creative thinking, and lead them through the creation of timelines, schedules, and meeting agendas. Additionally responsible for scheduling and curating engaging social media posts.

Student Recruitment Assistant • Carroll University

Jan 2018 - Jan 2021

The first line of communication between Carroll and prospective students. The student representative for the GRC program and Visual & Performing Arts Dept. Created informative materials such as emails, cards, and welcome packages.

PR Coordinator/Manager's Assistant • Crimson Salon & Spa

June 2018 - Jan 2021

Created and maintained social media and web pages for the promotion of the salon. Managed the production of marketing campaigns, incentive programs, and special projects. Established and maintained an inventory system.

REFERENCES

Prof. Jennifer Dobby, Senior Lecturer & Chair Of Visual & Performing Arts Department At Carroll University

(630) 992-5366 • jdobby@carrollu.edu

Vicki Taylor, Music Director Of Jubilate Chorale

(262) 389-8369 • vtaylor17@wi.rr.com

James Zager, Artistic Producing Partner of Milwaukee Metro Voices

(217) 898-5441 • jameszager@outlook.com

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OBJECTIVE

Seeking a full or part time position where I can implement my experience with print and digital marketing in a unique and inspiring way. I want to utilize my creative thinking and development skills to target a specific audience.

SKILLS

Graphic Design

• Illustrator, Photoshop, InDesign, Lightroom, Bridge

Videography/Animation

• Premiere, After Effects, Audition, Animate CC

Web Design

• Weebly, SquareSpace, WordPress, Wix

Social Media

• Facebook, Instagram, TikTok

Coding

• Java, Python, JavaScript, HTML, CSS

Organization/Creative Development

• Microsoft Word, Excel, PowerPoint
• Google Drive, Docs, Sheets, Forms, Business

Management/Leadership

• Monday, Later, Mailchimp, Linktree, Constant Contact

INTERESTS

- Art/Digital Art
- Performing (Music & Theatre)
- Volunteering/Non-Profits
- Movies/Animation
- Technology