



Rachel Disney

Phone

(240) 495-1622

Email

racheldisney13@gmail.com

Linked In

www.linkedin.com/in/rjdisney21657

Portfolio

www.disneydesignsportfolio.com

Instagram

@Bumpkin_artstudios

Technical Skills

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Adobe Animate
- Adobe Dimensions
- Adobe XD
- Adobe After Effects
- Blender
- Canva
- HTML
- Microsoft Office 365

Personal Skills

- Creative Problem Solver
- Team Player
- Organized
- Creative
- Outside the Box Thinker
- Can Accept Feedback
- Excellent Communication Skills
- Customer Service Skills

Education

Anne Arundel Community College (2017 – 2022)

- Associate's Degree – Transfer Studies

University of Maryland Global Campus (2023 – 2025)

- Bachelor's Degree - Graphic Communications

Honors

- UMGC Dean's List (2023 – 2025)
- Summa Cum Laude

Job Experience

Administrative Assistant

Chesapeake Christian Fellowship, Davidsonville, MD
(2022-Present)

- Created promotional materials both printed and digital
- Engaging social media content
- Created digital newsletters
- Printed flyer's
- Optimized social media presence, by increasing social media engagement by 15%
- Provided excellent customer service

Medical Assistant

PM Pediatrics Urgent Care, Annapolis, MD
(2019-2021)

- Managed patient intake and documentation
- Provided excellent pediatric patient care
- Maintained important patient records
- Scheduled appointments

Team Member

Chick-Fil-A, Edgewater, MD
(2017- 2019)

- Provided excellent customer service
- Managed monetary transactions