

# Gretchen Mihaly

Graphic Designer

she/her

gretchenmihaly.com

mihaly.gretchen@gmail.com

(419) 367-9153

## EDUCATION

**University of Cincinnati**

*Cincinnati, Ohio*

College of Design, Architecture,  
Art, and Planning

B.S. Communication Design

Class of 2023 // 3.68 GPA

Participated in the Professional  
Practice program, alternating  
semesters of classroom study  
with work in the design field.

## INVOLVEMENT

**Chi Omega**

*Cincinnati, Ohio*

Sept 2017–May 2021

2020 Director of Programming  
on the Executive Board

2019 Director of Marketing

2018 Social Media Chair

## SKILLS

Adobe Photoshop, Illustrator,  
Lightroom, InDesign, and Acrobat.

Canva, Shopify, Klaviyo, Social  
Media Marketing, Creative  
Development, and Copywriting

## WORK EXPERIENCE

**Body Brain Alliance**

*Remote; Company based in D.C.*

Freelance Graphic Designer

Feb 2024–Present

- Created and implemented  
presentation templates and  
unified company graphic assets.

## WORK EXPERIENCE (cont.)

**Postively Creative, Co.**

*Remote; Company based in Jacksonville, FL*

Executive Assistant + Junior Designer

Feb 2024–Present

- Created and assisted the creation of graphic  
deliverables to clients, as well as handling client  
communications.

**Handzy Shop + Studio // Gumdrop**

*Covington, Kentucky*

Inventory Manager, Virtual Assistant & Store Associate

Feb–July 2022 // Jan 2023–Jun 2024

- Managed the online store
- Oversaw website inventory
- Input products and descriptions in Shopify

Full-Time Design + Marketing Intern

Jan 2021–May 2021 // Aug 2022–Dec 2022

- Designed email campaigns for holidays, promotions, and  
new arrivals in Klaviyo
- Curated and maintained social media presences on  
multiple platforms
- Photographed merchandise for online sales content
- Curated the upkeep of store aesthetics through  
merchandising, marketing, and branding
- Idea creation, development, and store implementation
- Created personalized customer relations and supervised  
the brand's involvement in the community
- Gained experience in the administration of a small,  
female-owned business

**Government Acquisitions, Inc.**

*Cincinnati, Ohio*

Full-Time Design + Marketing Intern

Jan 2019–May 2019 // Aug 2019–Dec 2019

- Created and updated company brochures
- Graphic content for internal presentations
- Web and social media content
- Managed brand resources

Part-Time Graphic Designer

Jan 2020–July 2023

- Same job roles as listed above