

Meagan Barbeau

St. Louis, MO 63123

(314) 494-8021

meaganbarbeau@gmail.com

meaganbarbeau.com

SKILLS

- Strong communication skills, customer service, time management
- Management experience and experience in both computer/office settings and hands-on environments
- Computer programs including Microsoft Office (Word, Excel, PowerPoint) and Adobe programs (Photoshop, Illustrator, InDesign)
- Social media, including Facebook, Twitter, and Instagram
- Strong creative skills, including digital art, graphic design, and creative collaboration
- Experience working with small businesses, non-profits, and within higher education

EXPERIENCE

Zoey's Attic - *Graphic Designer; Production*

Webster Groves/Kirkwood, MO

June 2022 - PRESENT

- As a member of the Zoey's Attic team, I work alternatively between our storefront location and our production office, with a variety of responsibilities. At our storefront, I design custom personalized products for customers, oftentimes providing design work on the spot, working in real time with the client, as well as other customer service and store regulation duties. At our office, I produce and send design mock-ups to customers, as well as design new products. I also work in production, including printing and sublimating a variety of products, to the specifications of the customer.

Student Mail Services, Saint Louis University - *Mail Processor*

St. Louis, MO

NOVEMBER 2017 - JUNE 2022

- As a Mail Processor, I supervised a staff of 12-15 student workers, and oversaw operations and the entire student staff and department, including making changes to processes to ensure efficiency. Some of my responsibilities included hiring, training, daily supervision and management, scheduling, and end of employment, for the student staff. I also created a handbook of processes for both the student and management positions within the

mailroom for current and future employees to refer to.

- I handled questions and complaints from customers, students, and parents, in person, over the phone, and via email.
- I also handled many other miscellaneous responsibilities, including ordering supplies, interacting with multiple departments throughout campus, managing customer appointments, creating communication for all students on mailroom processes, etc.
- I also designed the wrap that covers the lockers we use to deliver packages, working with the locker provider and the university to create a design that suits our community image and university brand.

Savvy Coders - *Intern; Graphic Designer*

St. Louis, MO

AUGUST 2016 - 2018

- As an intern, I handled Savvy Coders' social media, including Facebook, Twitter, and LinkedIn, for both the St. Louis location and the Nashville location, and posted an average of twice every day on all accounts. I also helped with events (including set-up, photo taking, advertising, and clean-up), student recruitment, and more, wherever my help was needed.
- As a graphic designer, I worked freelance, providing documents where needed, such as flyers, certificates of class completion, programs for class graduation, etc. using various programs such as Adobe Photoshop, Illustrator, and InDesign, as well as Canva.

Parks College Dean's Office, Saint Louis University - *Student Worker*

St. Louis, MO

MAY 2014- AUGUST 2015

- Projects for the Marketing Department, including copy editing on Microsoft Word, designing PowerPoints and banners for the college website with Adobe InDesign.
- Basic office duties, including copying, scanning, filing, answering the phone and transferring calls.

EDUCATION

Saint Louis University, St. Louis, MO - *Bachelor of Arts: Communications (Advertising) + Visual Communications Minor*

AUGUST 2013 - MAY 2017

Rosati-Kain High School, St. Louis, MO

AUGUST 2009 - MAY 2013

REFERENCES AVAILABLE UPON REQUEST