

THOMAS HARDING

GRAPHIC DESIGNER

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EDUCATION

Luther College

Bachelor of Arts, Visual Communication

SKILLS

- Microsoft Office (Word, Excel)
- Adobe Illustrator
- Adobe Indesign
- Adobe Photoshop
- Html Web programming
- Google Suites (docs, slides, sheets)
- Social media management
- Photography
- Videography
- Graphic Design

WORK EXPERIENCE

Help Desk Technician

Luther College

January 2022

- Providing customer support across multiple channels
- Finding strategic solutions for complex technical issues
- Performing as Lead desktop support specialist
- Offering hands-on technical maintenance
- Creating and managing project requisitions
- Tracking and providing project status
- Engaging in cross functional team communication

Restaurant Support and Delivery

Little Pops

January 2019

- Provided customer support
- Ensured orders were accurate
- Transported orders to customer residence
- Accurate record management
- Delivered consistent, on time results
- Managed front counter
- Replenished restaurant stock

Laboratory Research Intern

UIC

May 2018

- Maintained lab equipment
- Handled sensitive biological data
- Provided research support
- Collaborated with lab research team
- Performed complex problem solving
- Transferred crucial lab information

Sales Associate

Jewel Osco

September 2017

- Offered customer assistance
- Strategic arranging of customer purchases
- Cross-referencing sales information
- Provided staff support
- Ensured proper placement of merchandise