

GRACIE DUNCAN

Hi there! I'm a soon to be graduate of the Graphic and Web Design program at North Idaho College. Being a new graduate, I have a strong basis for design, creating brand identity, basic front-end web development, and UI knowledge. However, I'm determined to level up those skills with new experiences.

Outside of the realm of design, I enjoy being active, outdoor recreation such as hiking and archery, geeking out about space stuff, and spending downtime by either reading or drawing.

EXPERIENCE

TALUS ROCK RETREAT

JUNE 2024 - AUGUST 2024

GRAPHIC DESIGN INTERNSHIP

SANDPOINT, ID

Used Canva to create printed material for art shows such as pricing cards, signs, booth banner, auction sheets, etc.

Did basic website maintenance on Wordpress website such as adding alt tags to images to improve SEO, updating and fixing product images, and reporting any bugs or issues.

Wrote copy for social media posts, emails, and printed items.

Assisted in the preparation for art show events by coordinating booth setup and documenting the layout. Managed printed material placement on respective paintings, tracked and maintained inventory using Excel, setting up items on Square, ordered necessary supplies, and efficiently organized and packed materials for transport to events.

Resized and cropped images of paintings to fit the required formats for posters, greeting cards, and printed canvases for ordering and sale.

OLIVE GARDEN

JANUARY 2023 - MAY 2025

LINE AND PREP COOK

COEUR D'ALENE, ID

Prepared and cooked menu items according to Olive Garden's recipes and standards, ensuring consistency in taste and presentation.

Ensured proper food handling, sanitation, and safety procedures in compliance with health regulations.

DAIRY QUEEN

FEBRUARY 2018 - DECEMBER 2022

SUPERVISOR

RATHDRUM, ID

Oversaw daily operations, ensuring quality service and efficient workflow.

Trained and supervised staff, managing scheduling and task delegation.

Counted tills, handled cash management, and ensured accurate financial reporting at the end of the night.

CONTACT

(208)-610-8398

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EDUCATION

NORTH IDAHO COLLEGE

COEUR D'ALENE, ID

A.A.S. Graphic and Web Design

SPRING 2023 - MAY 2025

SKILLS

ADOBE ILLUSTRATOR

ADOBE PHOTOSHOP

ADOBE INDESIGN

HTML

CSS

CANVA

FAMILIARITY

FIGMA

JAVASCRIPT

NEXTJS

WORDPRESS

CERTIFICATIONS

Stukent Social Media
Simternship Completion

CPR/First-Aid