

Olivia Torres

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Experience:

Clark County Library

YPL Librarian Assistant | Jul. 2021 - Present

- Designs and maintains multiple book displays with passive program activities for families.
- Gives patrons tours of the children's department and aids in library card registration and procedures.
- Conducts multiple programs and events teaching patrons beginning illustration skills and crafts.
- Maintains a flexible schedule in order to assist with staff coverage and projects in other departments.
- Receives and labels new library material before placing it on shelves or the appropriate displays.
- Assists patrons in locating and requesting materials as well as navigating them through our resources.

Clark County Library

Page | Aug. 2019 - Jul. 2021

- Fulfills daily tasks of shelving library material as well as locating requested items.
- Assists patrons with any questions or services they're in search of.
- Keeps children's department clean and organized; assists in setting up displays and event preparation.
- Works alongside staff with checking in and quarantining materials being sent to the Sort Room.
- Organizes books in proper order, checking material for damage, and removing them from the shelves.
- Adheres and enforces library policy and procedures.

Michaels Craft Store

Full Time Framer | Jan. 2016 - Jul. 2019

- Designed custom frame pieces for Michael's customers while on a strict time schedule.
- Generated sales on the custom framing counter and on the register.
- Maintained strict deadlines and time management to complete frame orders.
- Communicated with customers and helped them design a product that satisfied their needs.

Duvon Corporation

Entry Level Designer | Oct. 2012 - Jun. 2016

- Created a consistent corporate and brand identity for clients.
- Took part in brainstorming sessions, Presented illustrated ideas clearly and concisely.
- Worked closely with production and marketing teams and prepared design files for production.

One Over Chaos

Illustrator | Oct. 2014 - Dec. 2014

- Created character and costume design illustrations.
- Prepared design files for production and communicated by e-mail and phone with client.

Education:

Art Institute of Las Vegas | Jul. 2008 - Aug. 2012

Bachelor of Science: Media Arts & Animation

Chaparral High School | Aug. 2004 - Jun. 2008

High School Diploma