



## Taryn Donovan

570-660-2927  
tmd24@pct.edu  
Lock Haven, PA 17745

### SUMMARY

Team-oriented **Graphic Design student** with solid background in art, photography, and business. Able to handle materials, paperwork and money efficiently. Good relationship-building abilities and self-motivated approach. Detail-oriented Graphic Design student well-trained in equipment, materials and resources. Excellent interpersonal, organizational and communication skills developed over a year of related experience. Ambitious student pursuing **Graphic Design** degree eager to contribute developed knowledge in **Graphic Design** role. Skilled in **Adobe** and **Video Editing**. Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated settings. **Graphic Design** student with background in **Adobe Illustrator, Adobe Indesign, and Adobe Photoshop**.

### SKILLS

- Photography
- Typography
- Sewing
- Drawing
- Painting

### EXPERIENCE

**Penn College Library/ Gallery**  
Williamsport, PA

**Penn College / August 2022-present**

- Handled in-person and telephone requests for information and materials.
- Manage and monitor the VR room
- Compiled and maintained circulation.
- Answered calls to assist with customer questions and concerns.
- Used library and scholarly databases to locate reliable resources.
- Directed patrons to desired library books, reference items and equipment
- Help set up and tear down Gallery exhibits
- Painting and construction of new Gallery exhibits
- Manage front desk of Gallery.

**Library Student Assistant**

Lock Haven, PA

**Lock Haven University/ Aug 2019 to Dec 2020**

- Handled in-person and telephone requests for information and materials.
- Compiled and maintained circulation.
- Updated library records to streamline organizational processes.
- Organized library equipment and collections.
- Motivated and encouraged team members to communicate more openly and constructively with each other.
- Answered calls to assist with customer questions and concerns.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Exceeded customer satisfaction by finding creative solutions to problems.
- Used library and scholarly databases to locate reliable resources.
- Directed patrons to desired library books, reference items and equipment.

**Food Service Worker**

Lock Haven, PA

**Sodexo Food Service/ Aug 2018 to Jul 2019**

- Completed prepping, cleaning and other kitchen duties to support cooks.
- Distributed supplies, utensils and portable equipment.
- Upheld food safety standards at all times.
- Sanitized and kept work areas tidy by cleaning surfaces, equipment and floors, removing trash and maintaining machinery.
- Verified compliance with all sanitation and safety requirements.
- Closely adhered to food safety and sanitation procedures established by company and regulatory agencies.
- Stored perishable food items in freezer or refrigerator to protect food from spoilage.
- Cross-trained in other kitchen positions to support team and meet customer needs.
- Cleaned utensils, dishes and glasses for customer use.
- Carried pans, kettles and trays of food to and from work stations, stove and refrigerator in accordance with safety standards.
- Maintained order and cleanliness of work areas to conform with health codes.

## **EDUCATION AND TRAINING**

**Bachelor of Science: Graphic Design and Small Business and Entrepreneurship and Photography**  
Pennsylvania College Of Technology Expected in 2023  
Williamsport, PA

Lock Haven University  
1 Year in Biology and then transferred out to go after graphic design.