

Dharma Tilley

Past and Present Job Descriptions

- Production Specialist
 - SDI Innovations, October 2022-Present
 - Lafayette, IN
 - References: Wendy Bell (765) 491-424

I'm currently working at SDI Innovations as a Production Specialist in their Production Department. I design and proof assignment notebook covers and handbooks, collaborate with customer service representatives, manage the Handbook Team email inbox, and help with many other production related tasks. In this role I rely heavily on my skills in the Adobe Creative Suite, time management, organization, attention to detail, and problem solving.

- Junior Production Specialist
 - SDI Innovations, March-October 2022
 - Lafayette, IN
 - References: Wendy Bell (765) 491-424

As a Junior Production Specialist at SDI, I managed an email inbox for my team, delegated tasks, proofed school handbooks, made changes to handbooks with errors, and contacted customer service representatives with questions my team may have regarding a school's handbook. This role required me to use Microsoft Outlook and Adobe Acrobat. I also assisted with numerous production projects which I would be happy to elaborate on during an interview.

- Cover Design Intern
 - SDI Innovations, Summers 2020 & 2021
 - Lafayette, IN
 - References: Wendy Bell (765) 491-424 and Tess Wilson (765) 471-8883

During the summers of 2020 and 2021 I worked at SDI Innovations as a Cover Design Intern and a Coloring Book Illustrator. As a cover design intern I worked on creating and proofing assignment notebook covers for over 1,000 different schools each summer. My daily tasks included checking uploaded files (for size, resolution, and quality) by using Photoshop, editing files using Photoshop and Illustrator, placing the edited files into InDesign, proofing my work, double checking for any specific customer requests, proofing my co-workers work, and checking the printed covers for any errors. I also designed several new cover templates to be used for future orders. After my cover design internship was completed in summer 2020, I was recruited by the marketing department to illustrate a coloring book of dog mandalas. I drew over 20 different dogs for the book. The mandalas can be viewed on my portfolio website. This internship required me to tap into my creativity while also budgeting my time to meet deadlines.

- Student Supervisor
 - Purdue University 3rd Street Market, September 2018 - May 2022
 - West Lafayette, IN
 - Reference: Julie Geisler (765) 714-8703

During my time at Purdue University, I worked as a Student Supervisor at Purdue's 3rd Street Market. It's a small convenience store on campus that provides groceries and toiletries to students. I work twice a week and every other weekend. As a supervisor my duties include

managing my shifts and delegating tasks to my co-workers. My regular tasks include making food and coffee, opening/closing the store, running the cash register, stocking, fulfilling online orders, cleaning, and any other odd jobs that arise during a shift. This job requires me to use my customer service skills, my organizational skills, and my time management skills. I have to make sure our customers are happy, our store is in order, and our assigned shift tasks get done on time.

- Cashier

- Home Depot, Summers 2018 & 2019 (April 2018 - August 2019)
- Greenfield, IN
- Reference: Donna Long (317) 372-5742

I worked as a cashier at my hometown's Home Depot for two summers- the summer before my freshman year at Purdue and the summer after. As a cashier, my duties included ringing customers up, helping customers sign up for Home Depot credit cards, processing returns and exchanges, watering flowers, helping customers find specific items in the store, cleaning my register, bringing in carts from outside, and helping with the monthly kids' workshop. This job required me to use my customer service skills and my organizational skills.

- Manager

- That Fun Place (Family Arcade), June 2015 - March 2018
- Greenfield, IN
- Reference: Michael Hilton (317) 750-1917

During high school I worked as a manager at a local arcade called That Fun Place. As a manager, I was in charge of my shift and was responsible for delegating tasks and making sure my shift

ran smoothly. My tasks included running the cash register, cooking food, hosting birthday parties, running laser tag games, fixing broken arcade games, helping children redeem their tickets for prizes, organizing the prize counter, cleaning, opening/closing the store, and doing some damage control whenever we had an angry customer. This job required me to use my customer service skills, my organizational skills, and my time management skills.