

PHOEBE RACZ

[CONTACT]

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San Francisco, CA 94118

[DESIGNER]

Passionate design student with strong skills in typography, art direction, and graphic design. Looking to gain hands-on experience in the field and contribute to a creative team.

[EXPERIENCE]

Receptionist

Dimitra's SkinCare and Electrolysis

June 2024 - December 2024
Fariba Mostarshed | +1 (650) 703-5115

Server

The Rodeo Goat (Dallas, Tx)

May 2023 - February 2024
Dai | +1 (945) 264-0019

Hostess

Smithy on Henderson (Dallas, Tx)

August 2021 - July 2022
Michael Hernandez | +1 (214) 316-1984

[EDUCATION]

University of San Francisco

Bachelor of Arts in Design | Expected graduation: December 2025
Relevant Coursework: Digital Media Design, Typography, Community Engaged Design, Visual Communication.

[SKILLS]

Design Software: Adobe Illustrator, InDesign, Photoshop, Figma

Editing Software: Premiere Pro, Lightroom

Web Design: GitHub, Wix, HTML, CSS, Javascript

Hands-On: Silversmithing Student at *MetalWorks SF*

General: Collaboration, Problem Solving, Customer Service/Guest Engagement, Sales Expertise, Attention to Detail

[AWARDS + MORE]

Dean's List

University of San Francisco | Fall 2021 - Present

Academic Scholarship

University of San Francisco

Mural Design and Installation Team

One of three student designers in charge of two large vinyl printed murals on campus in honor of the USF Food Pantry

*Greet clients, manage appointments, and maintain a welcoming environment while handling inquiries, resolving issues. Processing transactions with attention to detail by using digital tools for managing bookings.

*Delivered exceptional customer service, managing orders and addressing client needs in a fast-paced environment. Collaborated with team members to ensure smooth operations, fostering strong organizational, communication, and problem-solving skills.

*Greeted guests and managed seating arrangements, ensured an efficient and organized front-of-house experience. Addressed guest inquiries and optimized service flow