

# R E S U M E

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## CAREER OBJECTIVE

To obtain a position in a creative works firm with graphic design, architectural, or creative needs, be able to utilize my designing abilities freely, be faced with challenges to better my knowledge of the craft, and earn the trust of co-workers enabling the opportunity for advancement within.

## EDUCATION

- Bachelor of Arts Degree with Graphic Arts emphasis in December 2009 from University of Nebraska - Lincoln Campus. Cumulative GPA of 3.07 for entire academic career at the University of Nebraska.
- Pre-Architecture Major at University of Nebraska - Lincoln for two years. Changed major to Arts degree after completion.
- Associate of Applied Science Degree in Computer Aided Drafting and Design Technology in September 1999 from Southeast Community College, Lincoln Campus. Cumulative GPA of 3.63.
- Transcripts available upon request.

## SOFTWARE TRAINING

Knowledge of both Macintosh and PC operating systems.

### ADOBE CREATIVE SUITE

- Photoshop (7 to CS5)
- Illustrator (CS3 to 5)
- Flash (CS3 to 5)
- InDesign (CS2 to 4)
- Dreamweaver (CS3 to 5)

### MICROSOFT OFFICE

- Word (2000 to 2007)
- Excel
- Access
- PowerPoint

### ARCHITECTURAL SOFTWARE

- AutoCAD (Releases 12 to Architectural Desktop 2006)
- Autodesk VIZ (2004 to 2006)
- SketchUp

## EMPLOYMENT

Whitehead Oil Company (DBA U-Stop)  
110 W. Fletcher Ave., Lincoln, Nebraska 68521

Manage convenience store, balance receipts, customer service, supervise and train employees, order and stock inventory, operate register and computer.

Assistant Manager  
Aug. 1997 – Present

JTM Inc. (DBA City Spirits & The Grapevine)  
2620 Stockwell St., Lincoln, Nebraska 68502

Balance receipts, stock inventory, customer service, operate register, basic barback duties.

Cashier/Barback  
June 2010 - Present

GDE Inc. (DBA Ollie's C-Store & Spot Spirits)  
13821 Guilford St., Suite B - Waverly, Nebraska 68462

Manage convenience store, balance receipts, customer service, order and stock inventory, operate and program register, maintenance.

Assistant Manager  
Aug. 2010 – Apr. 2011

New Ventures, Inc.  
1610 S. 70th St. - Suite 101, Lincoln, Nebraska 68506

Used SoftPlan for residential design. Made changes to preliminary drawings, Finalize drawing sets for city approval (Create dimensions, stair detail, electrical plans, roof plan, window schedule, key all windows and doors, and indicate joists needed). Create site plan if needed. Plot out finished work, run blue lines of plan sets, create sample plans for clients browsing for design ideas, maintain database of all drawings made.

Drafter  
Apr. 2000 - Nov. 2001

TMS Design Services, Inc.  
7905 L Street - Suite 110, Omaha, Nebraska 68127

Used AutoCAD for design of ATM buildings and related items (bank logos, specification sheets of ATM machines, site plans). Used MicroStation for layout of gas and water mains, layout of plat maps.

CAD Technician  
Mar. 2000 - Apr. 2000