

Maria Adams

Forney, TX 75126 • (719) 373-2401 • madams3389@gmail.com

LinkedIn: [linkedin.com/in/maria-adams-6b448617](https://www.linkedin.com/in/maria-adams-6b448617)

DIGITAL MEDIA DESIGNER | ADMINISTRATIVE PROFESSIONAL

Creative and detail-oriented professional with 10+ years of administrative and customer service experience combined with a strong foundation in digital media. Currently completing a Bachelor of Arts in Digital Media at National University with experience in branding, photography, videography, motion graphics, web design, and user experience. Passionate about creating visual content that communicates clearly, engages audiences, and tells meaningful stories.

EDUCATION

Bachelor of Arts in Digital Media (*Expected September 2026*)

National University

Associate of Applied Science in Ophthalmic Technology

El Paso Community College

TECHNICAL SKILLS

Adobe Creative Cloud: Photoshop, Illustrator, InDesign, Premiere Pro, After Effects, Animate, Audition

Additional Software: Figma, Maya, Unity, Audacity, Microsoft Office 365

Creative Skills: Branding • Visual Storytelling • Video Editing • Motion Graphics • Photography • UX/UI Design • Web Design • Audio Production • Storyboarding • Creative Problem Solving

PROFESSIONAL EXPERIENCE

Adams Household – Caregiver | 2013–Present

- Coordinate schedules, budgeting, travel, and daily operations for a household of five.
- Contributed 500+ volunteer hours supporting military and community organizations through event coordination, fundraising, vendor management, and administrative support.

Family Readiness Group – Support Assistant | 2012–2013

- Prepared correspondence, newsletters, reports, and maintained records.
- Scheduled meetings, workshops, and provided administrative support to military families.

Range Community Service – Administrative Assistant | 2007

- Managed client databases, tracked court-ordered community service hours, and maintained confidential records.
- Provided customer service while operating a multi-line phone system.

Eye Vision – Ophthalmic Technician / Optical Technician | 1989–1996

- Assisted physicians with patient care, diagnostic testing, and optical services.
- Trained new employees and maintained ophthalmic equipment and examination rooms.

HIGHLIGHTED PROJECTS

- Brand Identity Design
- Documentary Video Production
- Motion Graphics & Animation
- Photography
- UX/UI Design
- Web Design

CORE STRENGTHS

Organization • Attention to Detail • Communication • Customer Service • Project Coordination • Time Management • Team Collaboration • Adaptability • Problem Solving