

Michael Schlott

29 West Hollister Street, Cincinnati Ohio 45219 | 1-815-641-5932 | mikeschlott@outlook.com
<https://www.linkedin.com/in/michael-schlott/> | [mike-schlott.com](https://www.mike-schlott.com)

Experience

DOCUMENT DESIGNER, University of Cincinnati Alumni Association / Bearcat Pantry
MARCH 2023 - PRESENT

Creating some documentation to use for marketing a donation drive. This is a partnership between the University of Cincinnati Alumni Association and the Bearcat Pantry. Creating an infographic that imitates the ethos of the university, while also reaching the intended audience. Using Adobe InDesign software to create the infographic.

CAPSTONE PROJECT MANAGER, C3 Woodworking
JANUARY 2023 - APRIL 2023

Led a team of professional writers in curating new print material for the client and led a web redesign. Created a content strategy plan and delegated actions to the team. Set deadlines to ensure the team finished the deliverables on time. Used software such as Adobe Creative Cloud, Asana, and Wix to accomplish these tasks.

RETAIL MANAGER, Puff
NOVEMBER 2022 - APRIL 2023

Led a team of workers to complete their tasks to increase store efficiency and organization. Organized products to increase sales and catch the attention of customers coming into stores. Created displays and signage. Earned the manager role one month after being employed by Puff.

GRAPHIC DESIGNER, Environmental Justice and Advocacy Symposium 2022
NOVEMBER 2022

Worked with the client to create a design that built on the equity of prior symposiums. Provided the client with multiple proofs and choices to make them exceedingly happy with the design choices. Used the hard skills of color theory and design principles to make cohesive designs by using Adobe InDesign.

PAINT SALES ASSOCIATE, Home Depot
DECEMBER 2017 - AUGUST 2022

Used personal skills to help recommend colors and products to consumers. Stocked and organized product. Had knowledge of paint and paint-related projects. Created displays and conducted demonstrations for customers to better understand the products. Developed a strong understanding of color theory.

Education

APRIL 2023

BA: ENGLISH RHETORIC AND PROFESSIONAL WRITING, UNIVERSITY OF CINCINNATI

Minor: Philosophy

Awarded National Outreach Scholarship

Awarded Deans List (5)

In-Major GPA (3.57)

Skills

- Adobe Creative Cloud Proficiency
- Basic HTML Proficiency
- Intermediate Spanish Proficiency
- Microsoft applications Proficiency
- Professional Writing Proficiency
- Social Media Management
- Tableau Proficiency
- Website Design/Content Creation
- Working with Clients

Relevant Coursework

Writing with Style

Learned about creating and introducing personalized rhetoric to reach different audiences. As well as understanding differing the deviations to take to appeal to various different clients.

Desktop Publishing

Learned skills such as the those in Adobe Creative Cloud and Tableau that help me create visual assets to complement my writing.

Editing Professional Documents

Learned skills to apply to my writing that improve the content. Such skills include checking for errors in writing and understanding different style guides such as the Chicago Manual of Style, MLA, and APA.