



STEPHANIE GALINDO

ABOUT ME

I am a customer service specialist with over four years of retail experience. While working in a fast paced environment, I excel in uncovering customer's needs and finding solutions. I am a creative, hardworking, and hands on professional who works with graphic design, art direction, and project management.

CONTACT

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SKILLS

EXPERIENCE IN:

- ADOBE PHOTOSHOP
- ADOBE ILLUSTRATOR
 - ADOBE INDESIGN
- ADOBE PREMIERE PRO
 - FINAL CUT PRO
- MICROSOFT APPLICATIONS
 - PHOTOGRAPHY
 - RETAIL

LANGUAGES

English

SPANISH

Reference available upon request

EXPERIENCE

Fullfilment Associate

July 28, 2017 - Current

AMAZON FULFILLMENT CENTER

TRACY,CA

This position exemplifies the skills needed to properly select, package, and ship our clients' orders. This is accomplished by verifying costumer invoices with a computer interface. Here, I also contribute suggestions to improve efficiency and optimization.

LOBO DEN STORE AT THE PIT

ALBUQUERQUE,NM

At the Lobo Den (the official merchandise retailer of the University of New Mexico Lobos football team), I worked on the sales floor stocking, organizing, and creating displays. I was also able to gain a lot of experience handling money and working directly with costumers.

Admission Representative

October 2016 - March 24, 2017

THE UNIVERISTY OF NEW MEXICO ADMISSION

ALBUQUERQUE,NM

I am responsibilities include coordination and perform the preparation of everyday documents is scan and retrieved. I obtained scanned records and uploaded them to the database. while produced monthly reports using advanced Excel spreadsheet functions. I organized forms, made photocopies, filed records, and prepared reports. Reviewed and updated client correspondence files and scheduling database.

WALT DISNEY WORLD RESORT ORLANDO,FL

Working at Walt Disney World Resort focused on making sure that each guest received a magical experience. Because of this position, I am able to effectively communicate with costumers in person and by phone. I worked in very fast paced and high volume situations with a multi-functional team. At times, I assisted thousands of guests per day.

TOO MANY GUPPIES ONLINE RETAIL STORE

BELEN,NM

As a business partner of Too Many Guppies, I managed funds, organized the book keeping, created products, and managed advertising. I worked as a photographer and managed online product listings. I also worked with artists and local promoters to sell products at various events including the Albuquerque Comic Con.

THE UNIVERSITY OF NEW MEXICO BOOKSTORE

ALBUQUERQUE,NM

Here, I updated the companies social media platforms with marketing content and kept the marketing database up-to-date. I provided administrative support to the marketing department and organized promotional event around campus. I marketed company products and services to costumers by designing posters, flyers, and web graphics using Adobe Creative Suite.

BACHELOR DEGREE OF ARTS AND SCIENCES

FOCUS IN MEDIA ARTS

The Univeristy of New Mexico

Albuquerque, NM Main Campus

Phi Thea Kappa Honors (3.9) GPA

May 2011 - December 2015

EDUCATION

EXPERIMENTS IN CINEMA

Albuquerque, New Mexico

January2015-May 2015

I became an intern at the 10th Anniversary of Experiments in Cinema. I worked as a video production assistant and created introductions for feature films and film maker presentations; I was given the opportunity to interview several film makers. I was also a merchandise assistant responsible for maintaining organization on the sales floor, and I advertised Experiments in Cinema at the local University and shops.