



MOLLY M. HAWKEN

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503.929.2532 | molly.hawken@gmail.com

EXPERIENCE ● ● ●

Childcare Provider (Nanny)

Heather Dana *Portland, Or*

Director of Marketing and Design

Philip Burnett Photography *Portland, Or*

Bank Teller

Washington Mutual *Portland, Or*

Sales Associate

Quiksilver *San Francisco, Ca*

Seasonal Sales Associate

PacSun *Clackamas, Or*

Sandwich Artist

Subway *Portland, Or*

FEB 10 – FEB 12

DEC 07 – AUG 09

AUG 07 – DEC 07

OCT 06 – MAY 07

SUMMER 06

OCT 05 – MAY 06

EDUCATION ● ● ●

Portland State University *Portland, Or*

Business and Graphic Design

Pacific Northwest College of Art *Portland, Or*

Photography

Academy of Art University *San Francisco, Ca*

Photography

St. Mary's Academy *Portland, Or*

Spanish, Historical Society, Outdoor School, Basketball,
Varsity Softball, Academic/Athletic Honors

SPRING 08 – PRESENT

FALL 07 – WINTER 07

FALL 06 – SPRING 07

01 – 05

● ● ● QUALIFICATIONS

Highly creative, broadly skilled business and graphic design student with two years experience in marketing, design, copywriting, and office management within a fast-paced commercial environment. Experience meeting tight deadlines and high expectations as well as concurrently managing multiple creative projects, administrative tasks, and employees. Exceptional interpersonal skills and seven years experience providing distinguished service in various retail and sales environments as well as within the community. Detail oriented, motivated team player with well-developed verbal and written communication skills.

OBJECTIVES

To join a positive, energetic work environment where I am able to contribute to a hardworking team and find opportunities for personal and professional growth.

SKILLS

Mac & PC

Adobe CS5 *Photoshop, InDesign, Illustrator*

MS Office *Word, Excel, PowerPoint*

80 WPM

10-Key

Some Spanish

COMMUNITY SERVICE

The Dougy Center *Portland, Or*

The Raphael House *Portland, Or*

SEPT 04 – MAY 09

SPRING 04

● ● REFERENCES

Heather Dana 503.319.2388

current employer

Philip Burnett 503.913.4431

previous employer

Jana Decristofaro, MSW 503.775.5683

Coordinator of Children's Grief Services, The Dougy Center