

# CADEE HALE

503-260-8202  
Portland, Oregon 97201  
cadeehale@gmail.com

## CAREER FOCUS

Sales & Customer Service

## EXPERIENCE SUMMARY

Sales, Marketing, Administrative-Assisting, Customer Service, Design.

## EDUCATION

- B.A. Social Inequality – Oregon State University. 2005
- B.A. English and Writing - Oregon State University 2001

## PROFESSIONAL EXPERIENCE

*Contracted Sales Rep* – **Premiere Marketing Group** (1/11 to 2/13) – As a contracted sales representative for Comcast (Xfinity), DirecTV, and Frontier I am responsible for selling cable and internet services door to door. Developing trust with customers as well as having strong follow-up skills with each customer is extremely important. Both ensure the customer has a great experience and receives a product that best suits their needs.

*Media Sales* – **Willamette Living Magazine** (8/10 to 12/10) – I visited various businesses in the Willamette Valley to sell advertising for the magazine. Developing a relationship with business owners and managers as well as being professional in appearance and in my presentation were crucial.

*Customer Service/ Graphic Design* – **SportEAR** (1/10 to 5/10) – I was hired as an in-house Graphic Designer as well as a Customer Service Representative. The largest design project involved changing some errors in the SportEAR packaging line with Adobe Illustrator and communicating with printer in China. I also worked on the phones throughout the day providing customer service by instructing and advising customers how to use their product and ensuring a quality customer service experience throughout the purchasing and fitting process.

*Web Design / Publications Manager* – **Oregon Climate Service (Oregon State University)** (8/4 to 7/09) – Main duties included developing, designing and maintenance of the Climate Services' website. Interpreting scientific data so that most people could understand the data proved to be a strength of mine. Answering inquiries from the public and the media about climate and weather information were also a large part of this position.

*Web Design* – **Western Oregon University** (10/08 to 3/09) – At WOU Worked for the Teaching Research Institute. Worked on developing a student-teacher simulation to be used by student-teachers in a university setting. Assisted the main web-developer with some of the technical aspects of the simulation (javascript, php, MySQL) Majority of time spent on the aesthetics of the simulation. Was responsible for the design and development of a “portal” site associated with the simulation to inform “potential” publishers about the simulation. Dreamweaver and Adobe Photoshop were the primary programs I used.

**COMPUTER SKILLS**

- Hardware: Macintosh, PC
- Software: *MS* Office. *Adobe* Creative Suite. *Quickbooks* Desktop and Online versions.

**ADDITIONAL PROFESSIONAL SKILLS**

- Artist, painter, jewelry designer (semi-precious stone and wire work).

## REFERENCES

Mark Page  
Sales Manager  
503-438-6997

Steve Robison  
Project Manager  
208-697-2353

George Taylor  
(former) Oregon State Climatologist  
541-231-3761