**WENDY UNGARI**

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**Summary**

Multitalented individual able to manage multiple projects, provide exceptional customer support, and streamline office operations. Experienced in building client/vendor databases and crafting high-impact presentations. Committed to promoting high documentation standards and providing extensive Photoshop, Outlook, and PowerPoint capabilities.

**Key Strengths**

* Punctual, reliable, and accountable.
* Highly organized and detail oriented.
* Able to provide a high level of professional standards and ethical practices.
* Enthusiastic team player, with a continuing interest in career development and

personal growth.

* Communication excellence and great multitasking skills.

**Education**

Certificate in Paralegal Studies, University of Washington Professional and Continuing Education, Seattle, WA

Bachelor of Science, Journalism and Mass Communications, Drake University, Des Moines, IA

Diploma, Le Cordon Bleu Culinary Arts, Western Culinary Institute, Portland, OR

A.A.A., Visual Communications, Art Institute of Seattle, Seattle, WA

**Professional Experience**

ADECCO/NIKE, INC., Beaverton, OR

**Production Assistant**

* Assistant Project Manager for a group of five photo producers.
* Arranged photo shoot details for retail advertisement and marketing projects.
* Maintained organization and consistency of photographic image library for digital and physical assets.
* Helped design a client database for accessing detailed photographer information.
* Responsible for carrying out specialized processes and documentation such as, photographer contracts, new vendor setups, certificates of insurance and vendor invoice approvals.
* Supported the Senior Art Buyer by developing and maintaining relationships with photographers and their agents.
* Reviewed and selected creative photographic images for consideration in projects.
* Created and organized a new prop room and freelance workstation to allow simple access to items used in photo shoots.

AEGIS DESIGN, Seattle, WA

**Reception/Marketing**

* Provided high level office support and communications for this full service product design studio.
* Assisted marketing department to gather and organize research materials.
* Helped create and maintain a client database.
* Consulted on and contributed to several forms of marketing material, including advertisements, direct mail, and capabilities brochures.
* Assisted all departments with various organizing and design problems.

ATL ULTRASOUND, INC. (PHILIPS ELECTRONICS NORTH AMERICA), Bothell, WA

**Graphic Design/Human Factors Research**

* Collaborated with a team of user interface engineers and marketing personnel to design and maintain the graphical user interface of medical ultrasound products.
* Participated in extensive user interface testing including documenting and organizing research results.
* Organized data for tests that evaluated human factors for screen graphics on medical ultrasound equipment, and also performed client usability testing in-house and field testing in Asia (ethnography).
* Consulted on presentation layouts, color studies and icon design for equipment controls, and high tech packaging of medical equipment design.
* Developed and maintained relationships with domestic and international clients to provide ongoing graphic design solutions.

HQ GLOBAL WORKPLACES, Seattle, WA

**Assistant Office Manager**

*Temporary assignment through Volt Services Group*

* Provided first point of contact and general office support for various small businesses.
* Answered multi-line telephone system while providing exceptional customer service.
* Maintained confidential client records.
* Routed incoming and outgoing mail.
* Managed general business inquiries including concierge services.

## MACY’S, Seattle, WA

**Sales/Marketing**

* Successfully managed the Ralph Lauren fragrance kiosk for the holiday season, including ordering, organizing, and general inventory management.
* Developed a strong knowledge base of Ralph Lauren fine fragrances to assist customers with their cosmetic purchases.
* Specialized in high volume direct customer sales.
* Helped build Ralph Lauren’s client base.
* Represented Macy’s and Ralph Lauren in a professional manner with emphasis on outstanding customer service.

## CHATEAU STE. MICHELLE, Woodinville, WA

**Tours/Sales**

* Studied and acquired detailed knowledge of the wine making process to educate and guide customers through the Chateau Ste Michelle wine cellars.
* Conducted wine tastings.
* Processed customer transactions in the winery retail store.
* Served wine and food pairings at private functions, including business meetings, weddings, and other special occasions.
* Maintained an enthusiastic and energetic disposition.
* Provided excellent customer service.

**\***Extensive Travel / National and International