



Pittsburgh, PA, USA

4122518012

me@beedawn.com

www.beedawn.com

SKILLS AND QUALIFICATIONS

Proficient in Microsoft Office, Google Spreadsheets, Photoshop, InDesign, and Illustrator
Trained in DreamWaver, HTML, CSS, and SQL
Promoted or offered promotion by every employer
Bachelor of Science in Graphic Design (California University of Pennsylvania, 2011)

WORK EXPERIENCE

R1 / Intermedix - Support Technician I (June 2018 - present)

- Assist customers with various technological issues
- Repair and RMA damaged hardware
- Manage and filter patient health information for confidentiality compliance
- Receive and answer emails from clients
- Coding SQL to grant user access

Clockwise - Floor Manager (Nov 2017 - June 2018) & Inventory Manager (June 2015 - Oct 2017)

- Trained and developed new staff (orientation, safety, and development)
- Built the billing platform for on-demand services
- Technical support specialist for various operations
- Ordered supplies and coordinated shipping and logistics
- Assisted in design and printing
- Orchestrated production and distribution across ink, screen, and receiving departments

Whole Foods Market - Frozen Specialist (Aug 2012 - June 2015) & Overnight Grocery (Oct 2011 - Aug.2012)

- Ordered and stocked product for two departments (\$80,000/wk revenue)
- Supervised a team of roughly ten colleagues per shift
- Constructed displays that met company compliance
- Trained team members

Three Rivers Community Foundation - Graphic Design Intern (Aug. 2011 - Oct. 2011)

- Designed print media (handouts, flyers, mailers, brochures, magazine spreads)
- Designed digital media (images for website)
- Attended various coordination meetings

California University Of PA - Computer Technician (Sept. 2008 - May 2011)

- Resolved technical difficulties for faculty and students
- Migrated college website to a new domain
- Trained students and colleagues on virus removal, email establishment, basic troubleshooting, etc.

****Work experience prior to 2008 is available upon request****