

Cacy Shamsid-Deen

Current Address :

1583 East 35th Street
Brooklyn, NY, 11234

347.760.7050
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Education

Pratt Institute / Certificate in Web Design

August 2019 - Present , New York

Baruch College / BBA in Marketing

August 2018 - May 2019, New York

Experience

CORE Marketing Group / Administrative Assistant

April 2019 - February 2020, New York

- Regulated office organization including ordering/ stocking supplies.
- Completed miscellaneous office tasks such as invoice processing and data entry.
- Answered direct inquiry calls and corresponding emails
- Organized and maintained filing system, faxes and scans

Ample Hills Creamery/ Lead Team Member

June 2016 - September 2018, New York

- Produced and maintained storefront advertising mediums to promote the sales of products
- Assisted in training new employees to optimal company standards
- Cash management through operation of POS cash register
- Regularly opening and closing business through proper procedures

Skills & Expertise

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- Native English speaker
 - Intermediate practice and competence in Adobe Photoshop, Indesign, and Illustrator
 - Proficiency in HTML5,CSS3,Bootstrap4, Javascript, and JQuery
 - Experience working with UX/UI tools such as Figma and Sketch
 - Keen eye for effective branding and digital marketing techniques

