

CHRISTINA BARRON

2430 Nielsen St., El Cajon 92020 | +916-201-9552 | barron.i.christina@gmail.com

PROFILE

Dedicated Customer Service Representative with over 10 years of experience providing solutions for a diverse range of needs, from handling calls and in-person requests from the community as receptionist at a mega-church, to working with owners and entrepreneurs designing websites and graphics to meet their specific business objectives.

PROFESSIONAL SKILL

Design	<div><div></div></div>	Time Management	<div><div></div></div>
MS Word, Excel, Quickbooks	<div><div></div></div>	Adaptivity	<div><div></div></div>

EDUCATION

BA in Business Administration: Integrated Marketing with an emphasis in Communication
San Diego State University | 2006 – 2010

WORK EXPERIENCE

Website and Graphic Designer 2021 – PRESENT

Christina Barron Designs | La Mesa

- Creates and manages websites for a variety of clients including non-profits and small businesses
- Designs graphics and logos for client's businesses and events in Canva, Illustrator and Photoshop

Customer Service Representative 2020 – 2021

LightStream | San Diego

- Responsible for responding to general account questions from clients, via phone and email, often involving sensitive or private information (financial statements, Covid-19 concerns, etc.)
- Addressed and resolved customer problems and complaints by clarifying the issue, explaining the best solution, and following up with clients

Administrative and Social Media Coordinator 2011 – 2020

Journey Community Church | La Mesa

- Provided in-person and over the phone community support (food, clothing, counseling, connecting to resources) to ~75 people/week
- Managed weekly updates and requests for support from congregants (average of 2,000 each week) for pastoral care and community outreach teams
- Managed social media for accounts with 1400–3800 unique followers; including writing and editing daily posts, and managing engagement on all posts
- Designed graphics for classes, meetings, events, and community outreach