

Deon Desir



Brooklyn, NY 11225

SKILLS

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|------------------------|---------------------|---------------------|-----------------|
| ■ Microsoft Word | ■ Microsoft Outlook | ■ Adobe Illustrator | ■ Apple Keynote |
| ■ Microsoft PowerPoint | ■ Adobe Photoshop | ■ Adobe InDesign | ■ Corel Draw |
| ■ Microsoft Excel | ■ Adobe Acrobat | ■ Apple Pages | ■ MapInfo |

EXPERIENCE

Lazard Frères & Co

New York, NY

Graphics Operator / Presentation Specialist via Chartwell Staffing

Jun 2016 – Present

Created and edited presentations, pitch books and proposals; Created complex graphs for use within pitch books and proposals; Developed small graphics, traced logos and other presentations visuals using graphics software; Created maps

New York State Department of State – Apostille Unit

New York, NY

Office Assistant 1 / Consultant via Jennifer Temps

Mar 2015 – Jun 2016

Performs routine processing activities; Answers questions, provides information, and refers inquiries as necessary; Operates various communication systems; Contacts various internal and external parties to obtain information; Assists in gathering / compiling data for reports; Receives, screens, and verifies documents and or forms; Enter data into / retrieve information from computerized systems; Assists supervisor with tracking document creation and implementation

Flatbush Farmshare

Brooklyn, NY

Volunteer Coordinator

Nov 2012 – Dec 2017

Communicates upcoming volunteer opportunities on and off site; Tracks volunteer participation and makes information available to core team; Enforces consequences for non-participation; Communicates progress to members and core; Coaching; Assists in schedule conflict resolution

Department of Education

Aug 2013 – Oct 2013

via Jennifer Temps

New York, NY

Set up enrollment event at various venues; Dismantled equipment at conclusion of enrollment event; Organized, labeled and catalogued books for storage; Created spreadsheet for easy book look up and tracking

Human Resources Administration

Brooklyn, NY

Office Services Clerk / Work Experience Program

Feb 2013 – Aug 2013

Accepted and distributed documents to appropriate JOS; Scanned documents into system wide archive for indexing; Directed clients to assigned JOS; Ushered clients to AJOS; Delivered documents to JOS / AJOS and between departments; Provided feedback and instruction to clients on behalf of JOS / AJOS

Consultant

Brooklyn, NY

Independent / Freelance

Aug 1998 – Aug 2013

Coordinated creative projects for marketing company's clientele, including but not limited to website development, identity design and presentation materials; Managed two associates on various aspects of the design process; Developed weekly action plan for design and deployment of presentation materials

Medgar Evers College / Information Technology

Brooklyn, NY

Intern

Aug 2010 – Oct 2011

Reinstalled / set up computer operating system and software; Ghosted hard drives for rapid deployment; Assisted in the deployment and removal of computers and peripherals

Credit Suisse

New York, NY

Graphics Operator via Tiger Information Systems

May 2008 – Oct 2008

Developed graphics for use within presentations that were added to a department-wide pool for distribution and reuse; Adjusted / altered templates and presentation graphics to make more efficient and easier to edit; Contributed to the development of departmental logo template; Edited and converted presentation, spreadsheet and word processing documents to company branded templates using specified guidelines and macro driven templates; Created custom templates to operate with macro driven system

EDUCATION

Medgar Evers College

Brooklyn, NY

B.S. Computer Science (expected May 2016)

Aug 2009 – Oct 2011

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REFERENCES

Marva Cadle

AJOS - Job Opportunity Specialist Supervisor

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Lizzie Pfahler

Budget Analyst at Weill Cornell Medical College

████████████████

████████████████████

Gina Raimondo

Governor of Rhode Island

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Jennifer Stotts

Scholastic Inc

Corporate Conventions, Exhibit Manager

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Natalia Sucre

Adjunct Assistant Professor

Hofstra University

New York College of Technology, CUNY

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Tim Weiss

Training & Staffing Coordinator

Tiger Information Systems, Inc.

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