Natasha Phillips

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860-242-0601

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**OBJECTIVE**

Dedicated, hardworking candidate with the ability to learn new processes quickly. Willing to take on challenges , a team player strong work ethic and able to excel in high pressure environments . Four years working as a print production professional, working corporate and independent settings. Professional in appearance and presentation. Effective working alone or as a cooperative team member

**SKILLS PROFILE**

Adobe setup, Access, Excel, MS Office, email, we browsing programs and Macintosh, Windows operating setup, Digital photography, Quark Xpress, Illustrator, Photoshop CS3, Multimedia, PowerPoint, Publisher and Scanning.

**EMPLOYMENT HISTORY Office Assistant/Data Entry OfficeTeam** August 2007 - 2008

George Weiss Associates

Ct Children’s Medical Center

Phoenix

**Office Manager/**Finishing Operator FedEx Kinko’s Nov/2003-Feb/2007

Hartford, Ct

Bookbinding , photocopying and banners/signs. Collating, sorting and organizing customers’ orders. Produced quality work even under extreme time pressure and deadlines.

**Mailer,** Digimarc, Inc 2002-2002

Rocky Hill, Ct

Printing and scanning information from computers. Stuffing and mailing out medical cards with WIC cards in place specially designed envelopes to the customers

**Customer Service** 2000-2001

Adecco/Lincoln financial group

Hartford ct

Typing letters, reports and the filing system. In charge of the new lockbox system. Creating new work with the assistant manager.

**EDUCATION** Oct/2010-Nov/2010 Capital Community College Hartford Ct

Small Business Management Certificate

Sept**/**2006-April/2008 Gibbs College Farmington ct

Visual Communications

Sept/2000-Nov/2001 Ct Culinary Institute Farmington CT

Pastry & Baking Certificate

In terms of salary, I’m certain that your organization offers a fair compensation packages. I look forward to meeting with you and I can provide you details concerning my qualifications and accomplishments