

# Abanti Chowdhury

## Graphic Designer

New York, NY - Email me on Indeed: [indeed.com/r/Abanti-Chowdhury/39a3d4560f728fbd](https://indeed.com/r/Abanti-Chowdhury/39a3d4560f728fbd)

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Animator

Digital Scholarship Services - New York, NY - October 2016 to March 2017

Making animations on Biological structures (Crispr-Cas 9).

#### Peer Advisor

LaGuardia Community College - Long Island - September 2014 to January 2016

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Maintain scheduling and event calendars.
- Arrange conference, meeting, and various events.
- Prepare and mail checks.
- Prepare conference or event materials, such as flyers or invitations through text to the students.

#### College Assistant (Mathematics)

LaGuardia Community College - Long Island, NY - March 2013 to September 2014

Help students by giving the information about schedule of professors and upcoming events.

- Performs routine clerical work.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Make copies of correspondence or other printed material.
- Maintain scheduling and event calendars.
- Prepare and mail checks.

#### Sales Associate

LaGuardia Community College - Long Island, NY - Flushing, NY - September 2013 to February 2014

- Count the cash register daily at the beginning and end of shift.
- Receive and greet customers.
- General retail responsibilities.

#### Cashier Service Management

The Hudson Group - New York, NY - March 2011 to September 2011

Receive and greet customers, aid them with their traveling questions, help them with their purchases for their traveling comfort.

- Count the cash register daily at the beginning and end of shift.

- Count and arrange newspaper, metro cards and phone cards.
- Place orders for new products when current stocks are low.
- Receive and setup the incoming products such as magazine, candy, newspaper, medicines, clothes, souvenirs and other plane accessories.

## EDUCATION

### **Bachelor Degree in Digital Design**

City College of New York

August 2016 to Present

### **Associate Degree in New Media Technology**

LaGuardia Community College

June 2016

## SKILLS

Adobe After Effects (4 years), Adobe Illustrator (4 years), Adobe InDesign (4 years), Adobe Photoshop (4 years), Adobe Premiere (4 years)

## ADDITIONAL INFORMATION

Microsoft Word, Excel, PowerPoint, Adobe Creative Cloud, Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, Adobe After Effects, Adobe InDesign, Blender, HTML5, CSS3, Basic JavaScript, Text wrangler, Brackets, Sublime.