

OBJECTIVE: Seeking a challenging career with a stable organization in order to display my knowledge and assist in exceeding company goals,

EXPERIENCE

Front Desk/Graphics support

THE LEARNING STUDIO, COLUMBIA COLLEGE, Chicago, IL (3/2010 – Present)

- Utilize online appointment system to check in and inform tutor of student arriving for tutoring
- Answer multi-line phone system in a pleasant and helpful manner
- Utilize Photoshop, Illustrator and other software to create marketing material including fliers, posters and appointment cards for use in awareness campaigns for The Learning Studio
- Conduct and monitor placement testing for incoming students to assess their aptitude in basic skills
- Inspect the premises, refill printer and copier paper, inventory office supplies as needed

Graphics Support/Freelance

MCANDREWS, HELD & MALLOY, Chicago, IL (8/2009 – Present)

- Receive graphics requests from 90 intellectual property attorneys and provide input, create comps and utilize a variety of software and hardware to follow projects to a finished product
- Create and edit complex PowerPoint presentations used to clearly present the firm's position in trial
- Capture, edit and maintain pictures of products and components using a high end camera and Photoshop
- Convert and edit deposition videos using a variety of video editing software to be shown in trial
- Maintain accurate hours of work performed for client billing purposes

Project Coordinator/Assistant Webmaster & Editor

MUSIC CONNECTION, Van Nuys, CA (12/2006 – 3/2009)

- Communicate expertise in the music and entertainment scene for one of the industry's primary resources
- Email over 30,000 recipients a weekly bulletin while maintaining PHP administration console
- Manage VOIP system using administrator's privileges on web-based portal
- Coordinating publication promotions online and gathering reports for sales leads to exceed monthly financial requirements
- Maintain company's social media accounts by inputting current information and promotions

Assistant Manager/Data Miner

APPLIED DATA SPECIALIST, Agoura Hills, CA (10/2005 – 11/2006)

- Implement, analyze and delegate intricate tracking database procedures while overseeing three data miners to keep consistent accuracy
- Translate purchase orders to be processed by IT team to produce marketing leads for sales team to efficiently maintain satisfied clientele
- Research and create reports for prospective clients via the internet and other viable sources in order to maintain quality control and up to date leads for all accounts

SKILLS

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| • Proficient in both Windows and Macintosh | • Adobe Creative Suite | • Microsoft Office Suite |
| • HTML, CCS2 | • Strong oral and written communication | • Leadership abilities |

EDUCATION

Westwood College, Online: Associate in Art – Graphic Arts & Multimedia 2006

Columbia College Chicago: Expecting BFA, majoring in Interactive Arts and Media (3.65 GPA)