

Joseph K. Awotwi

3505 Stratfield Dr.
Atlanta, GA 30319

awotjk6@gmail.com
(225) 773-2753

WORK EXPERIENCE

Associate, Highland Fine Wine, Atlanta, GA (September 2013-pres)

- Operating the register, answering the telephone, and maintaining the upkeep of the shop
- Greeting, assisting and developing relationships with clients
- Log invoices to track wine stock and keep financial records

Representative, Allied Integrated Marketing/Public Relations, Atlanta, GA (February 2013-pres)

- Taking photographs of consumers with promotional materials at events
- Engaging consumers to promote and receive feedback on upcoming films
- Coordinating with press and talent at local red carpet film screenings

Clerical Assistant, Altisource, Atlanta, GA (June 2012- April 2013)

- Mailed special warranty deeds and preliminary judicial reports to clients
- Converted paper files into electronic files and updated client information in database

Sales Associate, University Stores, Winston-Salem, NC (September 2006- May 2010)

- Operated the cash register and assisted customers
- Stocked the shelves with office supplies, clothing, books and various home decor products
- Shipped orders that were purchased online and on the telephone

FREELANCE EXPERIENCE

Graphic Designer, Foot Solutions, Atlanta, GA (June 2012- July 2012)

- Designed the brand logo for the annual company presentation
- Created the background artwork and template for PowerPoint slideshow

Graphic Designer, Lauren Linder, Atlanta, GA (November 2011- June 2012)

- Designed wedding "Save the Date" invites
- Customized and edited the wedding WordPress blog: <http://llandcoolj.com>

Production Assistant, Pyramid Productions LLC, Atlanta, GA (March 2011- June 2011)

- Operated the boom microphone and assisted the director of photography

Production Assistant, Slingback Productions, Duluth, GA (March 2011)

- Assigned to transport talent and set to location for filming

Production Assistant, Creative Control, New Orleans, LA (January 2011)

- Purchased equipment and props
- Managed account spreadsheets for monetary expenditures

EDUCATION

Wake Forest University, Winston-Salem, NC
Bachelor of Arts

SOFTWARE KNOWLEDGE

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Outlook, Keynote, Java, C++, Adobe Photoshop, Adobe Flash, Adobe Premiere, Toon Boom Studio, Macintosh and Windows OS

<http://saturday8.carbonmade.com>