

Objective

To obtain a position that will benefit from my creativity and varied experiences in multiple fields.

Education

Pennsylvania State University – University Park, PA

- **Major – Art (BA)** August 2001 to May 2005
 - Focus on **photography** and an emphasis on **graphic design**

Computer Skills

Various Skills:

- Ability to type 80+ WPM accurately
- 10-Key typing
- Experience coding HTML and CSS
- Vast experience using the internet for research, advertising, sales, etc.

Computer Programs/Operating Systems:

- Adobe Creative Suite – Photoshop, Illustrator, Acrobat, etc
- Microsoft Office Suite – Word, Outlook, Power Point, etc
- Various Internet programs and tools – Mozilla Firefox, Internet Explorer, FTP programs, etc
- Windows – Vista, XP, 2000
- Mac – OS X, OS 9

Experience

RECEPTIONIST, EVENT MANAGER AND DESIGNER – May 2008 to January 2009
The Cat's Meow – Lemont, PA

This multifaceted position required being responsible for managing different aspects of a busy floral and wedding store.

Receptionist:

- Answered a two-line phone, took customer orders, screened and directed calls to the correct person, took messages, gave appropriate information, etc
- Scheduled appointments, updated and maintained schedule calendars
- Maintained customer records
- Greeted customers, determined the purpose of their visit and assisted them with their needs
- Opened and closed the store, including balancing registers and computer maintenance
- Heard and resolved customer complaints
- Maintained the store website with up-to-date information, promptly responded to email inquiries

Event Manager:

- Meet with potential clients and regular clients to discuss their needs for weddings and other events
- Prepared, edited and sent clients event contracts

Designer (floral & graphic):

- Designed floral arrangements based on customers' vision for weddings, events, etc
- Designed business cards, brochures, flyers, magnets, videos and other promotional materials

RECEPTIONIST AND DAYCARE ACTIVITIES MANAGER – October 2006 to December 2007

Happy Tails – Duncansville, PA

Happy Tails required team synergy for various aspects of a fast-paced pet grooming, retail and daycare business.

- Operated all aspects of the front desk (i.e. client intake, answered phones, accepted payments)
- Filed and updated a large volume of customer information
- Scheduled and kept track of a vast number of appointments for multiple people on a daily basis
- Opened and closed the shop
- Sold retail supplies to customers and organized retail displays
- Supervised and managed the daycare team staff members
- Planned and managed various activities for the daycare

FREELANCE PHOTOGRAPHER AND GRAPHIC ARTIST – various dates from 2000 on

Self-employed – Altoona, PA and State College, PA

A portfolio of art works and designs can be found at the following website: <http://www.rainy.net>

This work utilized and enhanced artistic talents while establishing vital communication skills with clients.

- Sought out clients for business
- Coordinated meetings with clients to discuss their needs and go over projects
- Diligently worked to deliver superb finished products to clients based on their specifications
- Meet tight dead-lines and kept calm under pressure

PHOTOGRAPHY LAB ASSISTANT (volunteer position) – August 2003 to May 2005

Pennsylvania State University – University Park, PA

Sole volunteer responsible for the management of the entire lab during shifts.

- Basic reception and office duties: answered phones, took messages, kept track of inventory, etc
- Supervised and managed students in the lab
- Opened and closed the lab (included security and cleaning duties)

Miscellaneous

Volunteerism:

- **Monica's Heart Greyhound Adoption** – 1996 to Present – Promoting greyhound rescue and awareness
- **Drew Bailey Memorial Auction** – March 2008 to May 2008 – Donator and organizer

Awards and Honors:

- First place winner of the **PSU Photo Society's Digital Photo Contest** sponsored by Canon Inc. – 2004
- Winner of the **Blogger.com Template Design Contest** – 2002
- Recipient of an **Outstanding Service Award** from the Pennsylvania Renaissance Faire for activism in Monica's Heart Greyhound Adoption – 1998