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skills

- GRAPHIC DESIGN & PRODUCTION
- LOGOS & BRANDING
- RESPONSIVE WEB DESIGN
- COPYWRITING
- SOCIAL MEDIA MARKETING
- EMAIL MARKETING
- OFFICE MANAGEMENT

software

- ADOBE INDESIGN CS6
- ADOBE ILLUSTRATOR CS6
- ADOBE PHOTOSHOP CS6
- ADOBE DREAMWEAVER CS6
- ADOBE PREMIERE PRO CS6
- ADOBE ACROBAT CS6
- ADOBE FLASH CS6
- HTML & CSS
- MAILCHIMP
- CONSTANT CONTACT
- ZENDESK CUSTOMER SERVICE SUPPORT
- SCREENSTEPS SUPPORT DOCUMENTATION
- MICROSOFT EXCEL
- MICROSOFT WORD
- MICROSOFT POWERPOINT
- MICROSOFT ACCESS
- MICROSOFT OUTLOOK
- GOLDMINE CRM

education

AMERICAN UNIVERSITY
WASHINGTON, DC
AUGUST 2000 - MAY 2001

experience

OFFICE MANAGER / MARKETING DESIGNER

DEC 2012 - PRESENT

COMPLETE WELLNESS ARTS & SCIENCE CENTER • BUFFALO, NY

Create company, tenant, and event print and digital marketing material including logos, brochures, flyers, posters, documents, forms, websites, and email and social media campaigns. Manage venue rental, custodial staff, facility maintenance, in-house event coordination and tenant relations. Assist with bookkeeping and leasing.

OFFICE MANAGER / MARKETING DESIGNER

HYPERBARIC ADMINISTRATOR • DEC 2012 - PRESENT

HEALTH ESSENTIALS HYPERBARIC OXYGEN THERAPY • BUFFALO, NY

Create and maintain company brand including logos, website, digital and print marketing material, presentations, documents, and forms. Manage clinic, administer Hyperbaric Oxygen Therapy, and maintain equipment.

EDI OPERATOR / MARKETING DESIGNER

JUNE 2011 - NOV 2012 • RTA PRODUCTS • MIRAMAR, FL

Processed daily Electronic Data Interchange (EDI) orders, managed products spreadsheet, created email marketing campaigns and social media posts, and edited website.

OFFICE ADMINISTRATOR / MARKETING DESIGNER

MAY 2010 - JUNE 2011 • 123 EDI • HOLLYWOOD, FL

Provided bookkeeping, accounts receivable, and sales support. Designed B2B marketing material including new software sales sheets, logos, business cards, and company forms. Maintained website, produced EDI software support documentation, and facilitated help desk customer issue resolution.

OFFICE MANAGER • MARCH 2009 - MARCH 2010

SOUTH TEXAS FUN CENTER • SEGUIN, TX

Managed office administration, bookkeeping, sales contracting, titling and registration, advertising, and provided sales and travel support. Photographed, advertised, and sold boats. Designed new logos, business cards, and company forms and oversaw website development.

PRODUCTION MANAGER • NOV 2007 - NOV 2008

ALAMOSA NEWSPAPERS / NEWS MEDIA CORP. • ALAMOSA, CO

Designed advertising content for the Valley Courier daily newspaper and special sections. Managed print preparation and production troubleshooting. Coordinated correspondence with clients for advertising representatives.

PAGINATOR • DECEMBER 2006 - SEPTEMBER 2007

KAUAI PUBLISHING COMPANY / LEE ENTERPRISES • LIHU'E, HI

Pagination of daily news, Life&Style, Home, Motoring and occasionally Sports sections of The Garden Island newspaper included page designing, slotting, formatting and copy editing both local and Associated Press content in addition to page filler creation.

OFFICE ADMINISTRATOR / EQUESTRIAN CONSULTANT

MAY 2006 - NOVEMBER 2006

McCLOSKEY AND COMPANY / CORNERSTONE HOLDINGS • KEALIA, HI

Developed a business plan and use permit application for a commercial horseback riding tour startup. Designed logos, maps, brochures, letterheads, corporate stationery, business cards, product boxes, sales sheets, and coupons for startup and other company entities. Managed horse care and aided office and nursery administration.