

INTERVIEW CONNECTIONS

2711 Hampton Rd
Cleveland, Ohio 44116
resume@interviewconnections.com

(440) 826-0101

Objective: Position as a Creative Director

Highlights of Qualifications

- Creative, resourceful, competent professional combining a strong, intuitive writing ability along with outstanding organizational skills.
- Reliable and adaptable thriving in high energy situations.
- Strength in recognizing, analyzing, and solving problems.
- Effective team member who is comfortable with leading or collaborating.
- Excellent ability to handle sensitive and stressful situations.
- Strong ability to conceptualize, devise, and implement design concepts across various mediums while maintaining a consistent look and feel throughout.

EDUCATION

B.S. Visual Communications, Westwood College

AWARDS / HONORS

**Alpha Beta Kappa Award Recipient
Member, Westwood College Student Senate
4.0 G.P.A**

EMPLOYMENT / RELEVANT EXPERIENCE

2004-Current Freelance Graphic Designer

- Freelance graphic designer working with local area companies along with major corporations across the United States, designing and marketing their communication needs.

2003-2006 Westwood College – Design Tutor

- Responsible for assessing a student's understanding and subsequently creating study plan and relevant materials.
- Examined and maintained records on students' private instruction assignments and evaluated level of progress.
- Coached and counseled students struggling with academic and personal matters.
- Conducted daily tutoring classes as well as weekly one on one tutoring sessions.

1993-2003 Crombie Law Firm – Paralegal

- Receptionist to Legal Assistant within 1.5 years, fully trained in-house paralegal responsible for preparation and distribution of all legal documents including judgments and depositions.
- Researched and collaborated with attorneys in preparation for trials.
- Analyzed contracts, processed probate and estate documents.
- Coached and aided clients and witnesses in preparation of hearings.
- Initiated and developed new computer system for preparation of legal documents resulting in a more efficient and time saving system.
- Oversaw marketing and strategy development for Crombie Law Firm resulting in a steady increase of new clients.

1981- 1992 Sheraton Hopkins Hotel – Income Auditor

- Secretary to Income Auditor in two years, assumed Credit Manager Position.
- Developed successful computerized system of reporting and evaluating all direct bill accounts during initial 30 days as Credit Manager resulting in lowering of Accounts Receivable over 90 days from \$30,016.00 to \$7, 053.00 and 60/90 accounts from \$45,800.00 to \$3,917.00.
- Responsible for maintaining all front desk and night audit records, verifying all procedures and financial records followed on a daily basis.
- Initiated and developed new system of handling front desk micros and daily reports. This produced 100% compliance during each External Audit performed by Associated Inns and Restaurants Company of America (AIRCOA).
- Received Award of Excellence from the Associated Inns and Restaurants Company of America (AIRCOA).

PROFESSIONAL AFFILIATIONS

Notary Public

Member, American Institute of Graphic Arts

Member, Ohio Designer Craftsmen

Member, National Association of Photoshop Professionals

SOFTWARE SKILLS

Adobe Photoshop

Microsoft Frontpage

Microsoft Office Suite

Adobe Illustrator

Macromedia Flash

Adobe InDesign

Quark Xpress

Macromedia Dreamweaver

Portfolio:

<http://www.xxxxxx.com>