

## SKILLS

exceptionally skilled in both mac and microsoft applications such as adobe indesign, photoshop, illustrator, dreamweaver, flash, microsoft word, powerpoint, and excel

active interest in design, graphics, photography, and other crafts

management experience, can take direction, work well with others as well as independently

## WORK EXPERIENCE

stocker/cashier january '08 - present  
pet supplies plus

customer service; cleaning, stocking, and maintaining an orderly store; accounting for receipts; loss prevention; training new employees; communicating with management

assistant manager june '03 - august '08  
spencerville quickstop

oversee and work with staff to maximize efficiency; customer service; food preparation; equipment maintenance; cleaning; stocking; inventory of supplies; accounting for receipts; loss prevention; training new employees; securing facility; accounting for daily, weekly, and monthly records and sales; communicating with management

waitress march '07 - july '07  
ruby tuesday

customer service, accounting for receipts, preparation of materials and supplies, cleaning and maintaining designated areas, communicating with management

assistant to the manager august '06 - march '07  
united equity, inc.

record keeping and data input, customer service, cleaning and maintaining facilities, inventory of merchandise, ordering supplies, operation of scales, testing grain moisture, communicating with management

customer service representative january '06 - may '06  
spencerville physical fitness center

provide information and other services to customers, cleaning and maintaining equipment and facility, securing facility, communicating with management

animal care specialist march '98 - august '06  
seibert farms

care, feeding, breeding, and overall management of swine and goat herds, exhibited livestock projects at the allen county fair as a 4-h and ffa member, numerous awards earned, accounting for financial gain and expenses within the business

## EDUCATION

the school of advertising art august '07 - june '09  
kettering, ohio

majoring in graphic design to obtain an associate degree of applied business and advertising

\*silveraddy, greater dayton advertising association 2009

rhodes state september '06 - june '07  
lima, ohio

postsecondary course work in digital media, earned both college and high school credits as a high school senior

spencerville local schools august '95 - may '07  
spencerville, ohio

graduated with honors in may 2007, college prep emphasis, helped design school website, served as art club president, participated in athletics, band, ffa, and event committees