

**Name**

Address

Phone/[E-mail@email.com](mailto:email@email.com)

**Professional Summary**

Experienced Creative Arts administrative assistant, proficient in Microsoft Office, Adobe Suite. Ability to troubleshoot various computer issues related to common system malfunctions. Quick to learn new aspects of work related projects, adaptive to changing work environments and new responsibilities. Can easily work independently, or in a team environment. Extremely efficient, organized, and detail-oriented.

**Professional Experience**

**Company XXX** – Cleveland, OH

**2011 – 2013**

**Assistant**

Responsibilities include artwork editing and input using Photoshop, Illustrator, and Bridge.

- Managed various databases within Excel, ensuring an orderly referral to reference artwork
- Ordered studio material and organization, enabling presentation briefs to be completed
- Created design boards using specified original designs, allowing designers the ability to present ideas to clients
- Assisted with customer service, filling orders and handling customer concerns as needed

**Company XXX** – Louisville, KY

**2009 – 2011**

**Assistant/Event Coordinator**

Facilitated meetings between members, city officials and business partners in order to better improve the community served by this non-profit organization. Produced, proof-read, and organized mass mailings to members and constituents, in order to keep them aware of any changes, meetings or happenings within the community.

- Chosen by Director to represent the Association at meetings when the Director was unavailable. This was needed to demonstrate a strong presence and voice for the community.
- Wrote letters of support for various causes important to constituents. This helped motivate members of the community to get involved in community activities.
- Organized facility, vendors, and sponsors for annual events. The most notable event was an auction given to collect monies to sustain the CDC.
- Gather information for various city grants, thus allowing for payments to continue in order to further serve the community.

**Company XXX** - Peoria, IL

**2005 – 2009**

**Assistant Manager/Sales**

Monitored employee job completion, and attendance. Wrote reports that included inventory and status of sales in order to track expenses and profit.

- Generated sales calls and appointments. This allowed us to grow new business.
- Resolved customer complaints, ensuring a pleasant experience and return business.
- Created and devised direct mailing formats to enable a wider range of market reach.

## **Education**

**Cuyahoga Community College** – Cleveland, OH

Currently pursuing Associate Degree in Interactive Media

Expected graduation date: Spring 2014

**GPA: 3.85**

**Jonesboro University** –Jonesboro, NY

Completed coursework towards Bachelor Degree in Theatre (Fine Arts)