

EDUCATION

- B.A.** SUNY Cortland, Cortland NY
New Media Design, Spring 2011
- A.S.** Morrisville State College, Morrisville NY
Computer Science, Spring 2009

WORK EXPERIENCE

VIP Services Consultant, Vernon NY **September 2011-Present**
Vernon Downs

- Provide prompt and courteous service when answering calls for both internal and external customers
- Responsible for taking guest reservations and promoting the Company and ensuring optimum guest service and satisfaction
- Acting as Administrative support to the host and marketing department for their functions and events

Staff Assistant, Morrisville NY **July 2011-Present**
Morrisville State College

- Perform general office duties
- Schedule transportation for traveling athletic teams
- Keep an updated log of team rosters
- Process purchase requisitions for department spending
- Verify student information using Banner

Freelance New Media Designer, Munnsville NY **September 2005-Present**
Between Us Sisters

- Created and maintain website to keep customers informed of events and sales
- Create all advertisements for submission to local newspapers and chronicles, all graphics/logos used in-store, on website, in newspaper ads and correspondence
- Photograph various events and displays for company facebook

Clerical Help, Morrisville NY **October 2007-August 2010**
Morrisville State College

- Processed invoices for payment
- Devised forms for use at Open Registration and throughout the office
- Filed tax information, vouchers, and bank statements
- Answered incoming calls of students, parents and vendors
- Posted payments and information to logs and spreadsheets

Campus Activities Board Chairperson, Morrisville NY **February 2008-May 2009**
Morrisville State College Student Government Organization

- Selected, organized and oversaw activities and events brought to campus for student entertainment
- Assisted Director of Student Activities in negotiations of contracts
- Prepared and managed \$125,000 budget
- Planned and coordinated activities for Homecoming Weekend and Spring Jam Weekend
- Trained incoming Campus Activities Board Chairperson and Director of Public Relations

TECHNICAL SKILLS

Software

(CS5): Acrobat, Dreamweaver, Illustrator, InDesign, Photoshop, FTP, Microsoft Office, iWork, iMovie, and iDvd

Platforms

Windows and Mac OSX

Capabilities

Bookmaking, Printmaking, Color Correction, Illustration, Custom Picture Matting, and JQuery

REFERENCES

Available upon request

