



profile

Well organized, innovative individual seeking a position that will allow for challenging opportunities with a goal to produce effective results and attention to detail. Previous experience with employers and clients has shown high efficiency and timeliness in productivity.

skills

SOFTWARE

- Proficient in Microsoft - Word, PowerPoint, Excel, Outlook, FrontPage; Adobe - InDesign, Photoshop, Illustrator, Dreamweaver; HTML code, Basic & Fortran programming languages, and QuickBooks.

GRAPHICS / COMMUNICATIONS

- Professional background in design, layout and print-ready artwork for marketing materials.
- Talent for technical diagrams that were used in training documentation and presentations.
- Skilled in website design and maintenance.
- Experience in photographing social events and corporate gatherings for use in visual communications.
- Adept in large format bindery projects to include precision cutting, lamination, and mounting of final prints on various types of media.

BUSINESS

- Proven skills in account management for government research grants (Federal and non-Federal) at the University level.
- Highly competent in AP, purchasing, time reporting, travel vouchers, invoicing and budget adjustments.
- Adept in bookkeeping strategies to include reconciliation, sales transactions and change orders.

experience

hollgraphics Katy and Houston, TX | San Francisco Bay Area, CA

- Alphagraphics (2013-present)
- The HOUSTON Club (2010-2012)
- FitnessBootCamp4U (2008- present)
- Various other clients - *list available upon request*

Katy Independent School District Katy, TX

Substitute Teacher (2013 – present)

University of California, Davis Davis, CA

Program Administrator - CSTARS / CalSpace programs (2004-2006)

Faculty Research Support Assistant - CSTARS “Center for Spatial Technology and Remote Sensing” (2000-2004)

Cost Plus World Market Walnut Creek, CA

Bookkeeper / Seasonal Store Associate

Price Waterhouse San Francisco, CA

Graphics and Presentation Specialist

education

Bachelors of Fine Arts

School of Art & Design

University of Michigan | Ann Arbor, MI

Liberal Arts curriculum

C.S. Mott Community College | Flint, MI

volunteer work

Katy Youth Soccer Club (KYSC) Katy, TX

Board Member “Webmaster”

Coach & Assistant Coach (U10 & U12 Girls)

PTA Chairperson, “Arts in Education” Beckendorff Junior High School

American Youth Soccer Association (AYSO) Davis, CA

Regional Registrar for 2,300 players

AYSO Certified Coach and Referee

Webmaster

Davis Little League Davis, CA

Manager/Coach/Umpire