



EXPERIENCE

2015-present

Graphic Design Intern, Locbit; San Diego, California

Creates marketing and hospitality brochures for the company. Photoshopped images that were needed.

2014-present

Office Assistant-On Call, Bennett's Bookkeeping Service; El Cajon, California

Helps Karen Bennett with Lola's Locket quarterly inventory on the program Excel to make sure the numbers match the ending sales and other office tasks

2014-present

Administration Assistant, Sylvia Lang Tax office; El Cajon, California

Manage the phone line by answering the phone. Help tax clients make appointments. Scanned clients tax documents onto a flash drive and the clients own disc. Make copies of electronic filing sheets. Prepare the mail when needed. Input payments onto the Ultra Tax 2014 program.

2010-present

Office Assistant, St. John of the Cross; Lemon Grove, California

Writes out the employee times cards. Calculate employee time cards when it's payroll. File invoices and paperwork. Order collection bags when it is needed. Prepare collection bags for weekly Masses. Answer and make phone calls when it's needed. During tax season, I prepare the tax contribution letters. Makes orders for office supplies when needed.

2011

Graphic Design Intern, Cuyamaca Community College Health Services; El Cajon, California

Created & designed the annual health fair flyer for the campus and website. Created the vendors name plates for the health fair. Updated some of the flyers design and imagery inside the health services office.

2008-2009

Park Prep Hostess, Sea World San Diego; San Diego, California

Help guests find their way around the park by answering their questions. Sweep the pathways. Vacuum the animal exhibits. Empty the parks trash-cans and clean the lids of the trash-cans.

EDUCATION

San Diego State University, San Diego, California — Bachelor's Degree in Art Emphasis in Graphic Design-2012-2015

Grossmont Community College, El Cajon, California- 2010-2012

Cuyamaca Community College, El Cajon, California- Art-Graphic Design- 2007-2011

Associates Degree in Graphic Design-2011

Certificate of Proficiency for Graphic Design- Digital Photography, 2011

SKILLS

Knowledge in Adobe Photoshop, Adobe Indesign, Adobe Illustrator, Adobe Dreamweaver.

Knowledge in Microsoft Word, Microsoft Excel, and Microsoft Powerpoint.