

Employment Objective

Seeking a career opportunity that will showcase my administrative, professional & creative experiences.

Qualification Highlights

- High skill level working with many computer programs for professional and creative projects
- Extensive client and vendor relations for both internal and external customers
- Bookkeeping, cash register, and product display/marketing experience
- Business co-ownership, including supervisory and managerial positions
- Able to work independently or as a team member on multiple projects simultaneously
- Highest quality output and performance in every job situation
- Program certificate in how to start and operate a small business

Professional Experience

Office Administration and Support

- 10 years administrative experience with versatility in various office environments
- Skillful operation of multiple systems for internal and external communications
- Coordinate medical exams appointments, working with both participants and medical providers
- Maintain inventory and shipments to associated facilities nationwide
- Trained in working with sensitive and confidential data to meet regulatory requirements

Computer Expertise and Creative Production

- HTML web site development including PHP blog design, redesign and maintenance
- Photoshop, ImageReady and InDesign expertise knowledge, experience with Flash
- Logo design for business related materials including web, letterhead & business cards
- Post card and flyer design for events and promotions using computer graphic design tools
- Strong eye for effective design and layout with practical application and usability
- Commercial Photography degree

Employment History

2007 – Present	<i>Freelance Web Development, Graphic Design</i>	Self Employment, Portland
2005 - 2007	<i>Outreach Program Administrative Assistant for Government Services</i>	Zenith Administrators, Inc., Seattle
2004 – 2005	<i>Temporary Administrative Assistant</i>	Molly Brown Temps, Seattle
2003 – 2004	<i>Sales Associate, Product Buyer, Consignor</i>	Le Frock, Seattle
2002 – 2003	<i>Web Manager, Project Manager, Graphic Designer, Photographer</i>	PBA Galleries, San Francisco
2000 – 2002	<i>Web Developer</i>	Immersant, Seattle
1996 – 2000	<i>Production Managing, Custom Printer, Machine Printer, Photographer</i>	Yuen Lui Portrait Studios, Seattle