

EXPERIENCE:

December 2007 -
January 2009

DIVERSIFIED SEARCH RAY & BERNDTSON

Philadelphia, PA

Receptionist (April 2008 – January 2009)

Office Assistant (January 2008 – April 2008)

Intern (December 2007 – January 2008)

Provided support to all levels within the organization. Responsibilities included heavy interaction with clients and candidates; screening and redirection of unsolicited calls; special project implementation and follow-up; research and data entry for corporate-wide database (ENCORE); back-up support to executive assistants as needed; order processing and reconciliation of office supplies; drafting of correspondence; coordination of office space for internal and external meetings; and calendar and office equipment maintenance.

April 2006 -
September 2006

PHILADELPHIA STOCK EXCHANGE

Philadelphia, PA

Website Assistant (Drexel University Co-op Position)

Provided daily updates to corporate website; drafted correspondence; proofread and distributed weekly Dorsey and Philadelphia Reports; provided backup assistance to senior executives; and established and maintained filing system.

July 2005 -
June 2007
(Part Time)

DASKALAKIS ATHLETIC CENTER

Philadelphia, PA

Access Assistant/Supervisor (April 2007 – June 2007)

Area Attendant (July 2005 – June 2007)

Recorded and maintained university database pertaining to membership enrollment; monitored membership safety during utilization of equipment; maintained facility guidelines regarding equipment health standards; reconciled facility daily receipts; and reported and followed-up on potential medical/injury incidents.

EDUCATION:

Drexel University, Philadelphia, PA

Bachelors of Science, Digital Media - June 2007

Computer Skills

Microsoft Office; Adobe Illustrator, Photoshop, ImageReady, After Effects, Dreamweaver, Flash and Director; Discreet Combustion; Maya; Motionbuilder; and ENCORE.

Relevant Coursework

Typography; Digital Still Imaging I and II; Design I & II; Interactivity I, II & III; Advanced Hybrid Interactivity; and Advanced Vector Interactivity.

Project Examples

Design and Merchandising Magazine (Independent Study 2007) - Designed and

coded interactive layouts using Flash and Director, which were featured in University-sponsored magazine with interactive CD presented as an insert in conjunction with Design and Merchandising majors.

Personal Portfolio (2006) - Created personal portfolio presented via CD, utilizing Adobe Illustrator, Photoshop and Director.

Personal Website (2004) - Created personal website with original design utilizing Adobe Illustrator, Photoshop and Image Ready, later coded in Dreamweaver.

REFERENCES: Furnished upon request.