

Katie L. Westendorf

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Career Objective

- Position in Graphic Design
-

Summary of Qualifications

- Skilled in website, logo, ad, newsletter, coloring book, invitation, and billboard design
- Creative and efficient with projects given
- Responsible, quick learner, and motivated
- Highly detail-oriented
- Capable to work as a team and well with customers
- Customized designs chosen by Walnut Street Weddings, Effingham County Farm Bureau, & Sunrise Landscape & Garden Center

Specialized Software Experience

- Adobe CS4 & CS5: Photoshop, Illustrator, InDesign, Fireworks, Dreamweaver
 - QuarkXPress
 - Microsoft 2010: Word, Excel, PowerPoint, Access, Outlook
-

Education

Lake Land College

Expected May 2012
Mattoon, IL

- Associate in Applied Science: Desktop Publishing/Graphic Design
 - 3.6 GPA on 4.0 scale
 - President's List 2010-2011
-

Experience

Decorator

August 2010-present
Teutopolis, IL

Walnut Street Weddings

- Decorate, set up and take down for multiple wedding receptions
- Design wedding invitations using InDesign
- Assemble multiple wedding invitations for each individual wedding
- Assemble hundreds of personal Christmas cards each year for local businesses

Intern

June 2010-April 2011
Effingham, IL

Effingham Visitor Center

- Designed a children's coloring book of attractions and restaurants for Effingham using Photoshop
- Executed monthly visitors guide mailings for tourists
- Answered travelers' questions and concerns by phone or email

Counter Clerk

June 2008-May 2010
Teutopolis, IL

Wessel's Grocery

- Aided customers in timely fashion during busy hours
- Stocked and maintained products in store
- Answered multiple-line telephone while assisting customers

Answering Phones On Resume

Malka Maxwell



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