

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

Amanda McCarthy



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Before and After Resumes with CD Tracy Burns-Martin, 2012-02-18 Book addresses various problems such as short or temporary work history frequent job changing no clear career path former small business owner etc *Vault Guide to Resumes, Cover Letters & Interviews* Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source Real-resumes for Construction Jobs Anne McKinney, 2002 Title shows resumes and cover letters of people seeking employment in the construction industry Job hunting techniques are explained in step by step fashion in order to benefit those seeking construction work Because the construction industry tends to be cyclical a helpful section is included which describes how to transfer construction industry experience to other fields and industries The book s main contents are the resumes and cover letters of construction industry professionals Included are resumes of project manager carpenter foreman safety manager electrician brick mason engineering manager real estate agent plumber job planner sander flooring installer interior designer independent contractor and many others How to Survive and Maybe Even Love Health Professions School Arlene M Muller, 2011-09-15 The author s simple clear and direct approach goes beyond normal classroom skills It s your constant companion from your first day at school through graduation to your first job You ll find a

wealth of ideas and tips to help you solve the real life issues you ll face as a student and a professional You ll even learn techniques and strategies for finding and landing that first job Knock 'em Dead Resumes Martin Yate,2016-11-04 A killer resume gets more job interviews **7001 Resumes-Plus Second Edition** Ferris E. Merhish,2010 In this second chronicle about Deborah she faces an enemy whose sole purpose is to kill every human being in the universe The location of the enemy s home planets is unknown This enemy has unlimited ships and no concern about the high losses to their personnel The initial evaluation is that the enemy may not even be human They are given the name Grays A creature like the Grays seems rather harmless compared to what fiction shows you The Grays went unchallenged only because they looked so weak and fragile No one saw them as a serious threat I can only think of the army ants on the march No one takes an ant seriously however an army of ants will devastate an area and kill every living creature The Grays are the same type of threat to mankind As the Grays are building up their fleets and personnel Deborah desperately searches the known universe for additional personnel in this search she even goes to primitive nations The United States strips its military forces to provide as many personnel as possible Despite this effort there are still not enough personnel Deborah s scientists are working around the clock to not only upgrade her weapons but also provide her with new types of weapons Ramah and the United States are making a maximum effort to prepare for the upcoming battle with the Grays In this battle either the humans or the Grays will become extinct *CMJ New Music Report* ,2003-12-22 CMJ New Music Report is the primary source for exclusive charts of non commercial and college radio airplay and independent and trend forward retail sales CMJ s trade publication compiles playlists for college and non commercial stations often a prelude to larger success *The Damn Good Resume Guide, Fifth Edition* Yana Parker,Beth Brown,2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today s marketplace One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today s marketplace The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers The Damn Good Resume Guide has been the go to resource for writing and refining their resumes to damn near perfection Filled with savvy advice and written in a straightforward user friendly style The Damn Good Resume Guide will help you zero in on that dream job then craft a winning resume that gets your foot in the door This tried and true best seller has been fully revised and updated for today s job market including Contemporary sample resumes all of which landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an

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Table of Contents Answering Phones On Resume

1. Understanding the eBook Answering Phones On Resume
 - The Rise of Digital Reading Answering Phones On Resume
 - Advantages of eBooks Over Traditional Books
2. Identifying Answering Phones On Resume
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Answering Phones On Resume
 - User-Friendly Interface
4. Exploring eBook Recommendations from Answering Phones On Resume

- Personalized Recommendations
- Answering Phones On Resume User Reviews and Ratings
- Answering Phones On Resume and Bestseller Lists
- 5. Accessing Answering Phones On Resume Free and Paid eBooks
 - Answering Phones On Resume Public Domain eBooks
 - Answering Phones On Resume eBook Subscription Services
 - Answering Phones On Resume Budget-Friendly Options
- 6. Navigating Answering Phones On Resume eBook Formats
 - ePub, PDF, MOBI, and More
 - Answering Phones On Resume Compatibility with Devices
 - Answering Phones On Resume Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Answering Phones On Resume
 - Highlighting and Note-Taking Answering Phones On Resume
 - Interactive Elements Answering Phones On Resume
- 8. Staying Engaged with Answering Phones On Resume
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Answering Phones On Resume
- 9. Balancing eBooks and Physical Books Answering Phones On Resume
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Answering Phones On Resume
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Answering Phones On Resume
 - Setting Reading Goals Answering Phones On Resume
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Answering Phones On Resume

- Fact-Checking eBook Content of Answering Phones On Resume
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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