

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

Anne McKinney



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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

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