

Katie L. Westendorf

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Career Objective

- Position in Graphic Design
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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

Jessica J Manson



Answering Phones On Resume:

STEP-BY-STEP RESUMES For All Human Resources Entry-Level to Executive Positions Evelyn U Salvador, NCRW, JCTC,2020-05-15 Book Delisted *The Complete Book of Resumes* Karen Schaffer,2005-11-01 Crafting the perfect resume is the first step for job seekers And these days employers have tons of different filters to weed out candidates and narrow their hiring pool The Complete Book of Resumes is packed full of information on crafting a resumes and the kind of structure and language that will get an employer s immediate attention as well as tons of samples for readers to use as a guideline for success The Complete Book of Resumes includes information on How to begin if you re starting from scratch The profile or the most important part of your resume Work experience or What have I been doing all these years Punching it up how to make a good resume great The career transition resume chapter for brave souls You re just starting out Big leaps positioning yourself for jobs above your current level Including more than 300 resumes The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience *Australian Resumes For Dummies* Amanda McCarthy,2012-03-08 Created especially for the Australian customer Packed with tips on creating and distributing your resume in today s new job search environment Whether you re entering the job market for the first time changing jobs or changing careers Australian Resumes For Dummies shows you all the tricks in getting your resume noticed in a new era in recruiting and job finding With a wealth of sample resumes help with selection criteria and job search tips this resource will help you stand out from the crowd Discover how to Master the basics Format your resume for cyberspace Create a killer cover letter Tailor your resume to companies and jobs Secure employment overseas Decipher and address government selection criteria **Resumes For Dummies** Joyce Lain Kennedy,2007-02-26 Is your job search stalling out after you submit a resume but before you re offered an interview With reinvented recruiting technology unmanageable millions of resumes choking employer databases and government mandates in the name of diversity a gigantic change has occurred in the recruiting world over the past several years and it demands a fresh look at how you write and market your resumes Whether you re entering the job market for the first time changing jobs or changing careers Resumes for Dummies 5th Edition will show you the ropes and rules for a new era in recruiting and job finding With 85% new content added since the previous edition this up to date guide gives you the very latest strategies on how to create and more importantly distribute your resume in today s new job search environment You ll learn Why most generic online resumes fail How to customize resumes for each job opening New quick ways to find the right jobs How to use meta search engines to your advantage Why both digital and print versions of resumes are still needed How to use resumes interactively The resume basics that still knock em dead How to create resumes for your life s changing phases What to do after you send them your resume With a wealth of sample resumes organized by industry and career field experience level and age and special circumstances along with tips on choosing professional resume help and other valuable resources Resumes for Dummies 5th Edition will help you

get noticed in a universe saturated with billions of resumes and more on the way How to Get Ahead with Resumes Malka Maxwell,2007-02 **The Resume Makeover** Jeffrey G. Allen,2002-03-14 The Resume Makeover Second Edition The first and only interactive resume guide from the nation's leading job search expert In today's tumultuous job market a lackluster resume isn't even worth the cost of a stamp or the click of a mouse Make your resume shine with the help of the one on one guidance found in The Resume Makeover Written by bestselling career author Jeffrey Allen this updated how to manual is loaded with insider tips and step by step guidelines on how to create attention grabbing high profile resumes guaranteed to get you the interviews you desire Once your resume is written simply send it to the address listed in the book and in just one week's time your resume will be returned to you with a point by point critique and a detailed list of expert recommendations on how to make it even better You also receive Before and after examples from a wide array of fields that reveal the do's and don'ts of writing effective resumes New information on techniques for Internet transmittal of resumes Special chapters on successful cover letters and follow up letters The best typefaces and types of paper to use for different markets A new list of the most popular Internet resume posting services their addresses and focus Get more interviews and land the job of your dreams with the surefire tips found in The Resume Makeover *America's Professional Highlight Resume Book* Allen Phillip Alexandre,2020-10-16 The world seems to revolve around work whether it's to fulfill happiness feed a family meet career goals or travel around the world Jobs are here to test our limits and here for us to blast through barriers of finances health and for some overcoming depression The belief that a job is essential and good for the soul is quite vivid serving one another to build an empire as we all call it the World Many people from different backgrounds experience work in multiple ways whether they are regular 9 to 5 consistent workers business owners students incarcerated pre post or present gaps in history job transitioning councilman and even NEVER WORKED America's Professional Highlight Resume Book is tailored to meet all listed personnel needs increasing interview as well as job attainment opportunities If you are looking for a resume that will help you reach your career potential you have chosen the right book This book will focus on providing informative detailed information on each section of a resume being Header Professional Summary Qualifications Work Experience Education and Skill sets to meet employer satisfaction and build self confidence within **Real-resumes for Students** Anne McKinney,2000 Instructs college students on presenting their work experiences from part time summer jobs to internships in a professional manner designed to display strengths to future employers *Resume Essentials* Neil O'Donnell,2025-04-07 Resumes remain a critical tool for job seekers hoping to get noticed by hiring managers and with the Applicant Tracking Systems used by businesses to scan submitted resumes for the best candidates amongst hundreds of CV's developing a standout resume is more important than ever With professional resume writers charging upwards of 100 dollars job seekers often look to friends colleagues and the internet for resume help but these resources often lack knowledge that certified resume writers possess to help job seekers stand out from a crowd of applicants Neil O'Donnell's RESUME

ESSENTIALS provides guidance from a certified career coach and professional resume writer to help you perfect your CV and increase your chances of success in your next job application *Real-resumes for Legal and Paralegal Jobs* Anne McKinney,2004 Those who seek legal and paralegal jobs will find this book to be a rich resource No matter what type of legal or paralegal work is sought the reader will find outstanding samples of resumes and covers used by real people to obtain legal and paralegal jobs Resumes and covers letters are included which will help newly minted lawyers or paralegals find their first jobs in their field There are also sample resumes and cover letters which will be useful to the most experienced lawyers and paralegals in the profession A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show legal industry professionals how to maximize their career potential get federal positions and change fields if they want to **Real-resumes for**

Administrative Support, Office & Secretarial Jobs Anne McKinney,2004 Those who seek jobs in the office support field will find this book to be a valuable resource Office managers administrative assistants executive aides and other office support personnel have a lot of common when they create a resume and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical No matter what industry or type of work medical manufacturing nonprofit and other environments this book will provide a competitive edge to those who seek employment which involves admin support executive support clerical and secretarial responsibilities For those who seek federal employment theres a special section in the book showing how to create federal resumes and government applications

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 informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown s ten easy steps and you ll be well on your way to a smart effective and thoroughly modern resume a resume that makes you look good and produces results **Hollywood Drive** Eve Light Honthaner,2013-07-18 Hollywood Drive What it Takes to Break in Hang in Make it in the Entertainment Industry is the essential guide to starting and succeeding at a career in film and TV Written by a Hollywood insider Honthaner s invaluable experience and advice will give those attempting to enter and become successful in the entertainment industry the edge they need to stand out among the intense competition Because while film school prepares students to write a script direct a scene and operate a camera few newcomers enter the job market understanding how this business truly works and how to land a first job much less succeed in the industry Hollywood Drive is not merely a book about what it takes to get your foot in the door It goes beyond that by offering you the tools attitude philosophy and road map you ll need to give yourself a good fighting chance at success whether you re looking for your very first job or for a strategy to move your career to the next level This book will allow you to proceed with your eyes wide open knowing exactly what to expect Hollywood Drive explores the realities of the industry various career options effective job search strategies how to write an effective cover letter and resume what to expect on your first job the significance of networking and building solid industry relationships how a project is sold and how a reel production office and set operate You ll learn how to define your goals and make a plan to achieve them how to survive the tough times how to deal with big egos and bad tempers and how to put your passion to work for you

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the centrel junction box under the drivers side dash, thanks.