

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

Karen Schaffer



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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 **Can Your Resume Talk?** Richard A. Hart, 2003 Is your resume an advertisement or an obituary Give your resume CPR You can make your resume TALK Mr Hart s suggestions can help make your resume educate the potential employer *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

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How to Get Ahead with Resumes
Malka Maxwell,2007-02

Writing Resumes and Cover Letters For Dummies - Australia / NZ Amanda McCarthy,Kate Southam,2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today s tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it s simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter s attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job

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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

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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 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

Answering Phones On Resume: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have enthralled audiences this year. Answering Phones On Resume : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Answering Phones On Resume : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Answering Phones On Resume : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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