

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



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

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