

EDUCATION

Madison Area Technical College, Associates Degree of Applied Art in Graphic Design, 2006

ABILITIES

SOFTWARE: Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Adobe Acrobat, Dreamweaver, and Microsoft Word.

OTHERS: tenacious, curious, love to learn, versatile, problem solver, and gets along well with others.

WORK HISTORY

Firestone Madison East. 2000– present

PART TIME SALES

Duties: customer service, writing, work delegation, part orders, cash handling, product knowledge

ASSISTANT MANAGER

Duties: customer service, paperwork, scheduling, payroll, service writing, commercial accounts, product knowledge, disciplinary action, work delegation, employee training, inventory services, store displays

FULL TIME SALES

Duties: customer service, writing, work delegation, parts orders, cash handling, product knowledge

National Tire and Battery

FULL TIME SALES

Duties: work delegation, money handling, customer service, inventory, and product knowledge

MECHANIC

Duties: tire installation and maintenance, alignments, brakes, shocks and struts

OTHER

Painted a mural for the Crucial Conflict concert at the Barrymore Theatre

ACHIEVEMENTS

Deans list 2004–2005

Firestone management certificate

INTERESTS

reading, writing, gaming, video games, photograph, philosophy, politics, ancient history

PERIODICALS

Imagine FX, 3D World, Dragon Magazine, and Creative Computing