

LAURA KAISER

CAREER OBJECTIVE

To use my knowledge and experience to be a successful Graphic Designer/Web Page Designer.

EDUCATION & TRAINING

Madison Area Technical College . 2007
Associate Degree of Applied Arts - Graphic Design

Area Vocational Center . 2001
Certificate for Graphic Design

Galena High School . 2001
High School Diploma

SKILLS & ABILITIES

MAC/PC platform software
Adobe CS2 Photoshop, Bridge, Illustrator, Indesign, QuarkXPress 6, Adobe Acrobat 7,
Dreamweaver, Microsoft Works, Excel, and Powerpoint.

WORK EXPIENCE

2004 - Present Monkeyshines, Madison WI
Bartender/Waitress - Socialize and wait on customers, fixing them drinks and do some occasional cooking and serving food.

2003 - 2004 Walmart(West), Madison WI
Cashier - Served as a cashier and also worked at the service desk helping customers.

2001 - 2002 Cottingham and Butler Insurance Co, Dubuque IA
Data Entry/Provider Services - Entered data on medical claims into the computer. Was then promoted to provider services where I made phone calls to medical providers correcting and updating information.

Portfolio & references available upon request