

Education

DeVry University Advantage Academy High School, Chicago, IL

Awarded Scholarship

September 2008-June 2010

- Associates of Applied Sciences in Web Graphic Design
- Imagine Showcase Participant 2010 and 2011

Lincoln Park High School, Chicago, IL

June 2008

Selected for DeVry University Advantage Academy High School

Experience

Sales Representative

September 10, 2012 – Present

EMS, Chicago, IL

- Focus on client retention
- Practice direct marketing methods
- Energy salesman
- IGS Energy Campaign

Sales Representative

August 9, 2012 – August 28, 2012

TOP Marketing, Chicago, IL

- Focus on client retention
- Practice direct marketing methods
- Energy salesman
- IGS Energy Campaign

Account Manager

May 2012 – June 2012

Infinite, Park Ridge, IL

- Focus on client retention
- Practice direct marketing methods
- Energy salesman
- Spark Energy Campaign

Database Manager

November 2011 – May 2012

Eazypower Corporation, Chicago, IL

- Manage the company database of tools and accessories.
- Upload product images and information to various client databases.
- Photo retouching (i.e. cropping backgrounds, cleaning up edges, etc.).
- Assists with the installs of upgraded software on office computers (i.e. Microsoft Office 2010).

Experience
(cont'd)

Database Manager

January 2012 - Present

Amy's Herbs

- Manage the company database of herbs and accessories.
- Photo retouching (i.e. cropping backgrounds, cleaning up edges, etc.).

Independent Contractor

August 2011 - Present

Self Employed, Chicago, IL

- Troubleshoot student computers and LCD projectors for DeVry instructors.
- Work with small businesses and entrepreneurs in designing and publishing graphics for logos, flyers, and other print and web marketing collateral.
- Design and publish websites.
- Tutor students in core subjects – Mathematics, English, Science, and Web Graphic Design.

Adobe CS4 Instructor

November 2010-July 2011

Computer Training Institute of Chicago, Chicago, IL

- Facilitated and demonstrated Adobe CS4 software and related programs.
- Resolved technical issues as needed with classroom LCD projector.
- Data entry of grades and attendance for students.
- Prepared tests, quizzes, and curriculum for class.

Audio Visual Conference Volunteer

October 2010 – October 2011 (seasonal)

Mid-Western Educational Research Association, Chicago, IL

- Set-up and test presentation stations for keynote and symposium speakers.
- Troubleshoot basic workstation and LCD projectors issues for conference staff.
- Assist with conference registration.

Youth Producer

February 2008- August 2010

Community TV Network, Chicago, IL

- Assisted in the production of a youth-based TV show.
- Burned film projects to DVD.
- Raised awareness through various film projects about topics relevant to youth.

	<p>Program Support July 2006- May 2011 CS&C, Inc., Chicago, IL</p> <ul style="list-style-type: none">▪ Data Entry of attendance for students in the after-school program.▪ Prepared/organized curriculum for instructor use.▪ Organization of spreadsheets.▪ Organization of student and instructor files. <ul style="list-style-type: none">▪ Basic Installation & Troubleshooting▪ Photoshop (CS3, CS4, CS5)▪ Flash (CS3, CS4, CS5)▪ Dreamweaver (CS3, CS4, CS5)▪ MS Office 2003/2007/2010 (PowerPoint, word, excel, etc.)▪ Windows 7▪ Mac OS X Snow Leopard▪ A/V Specialist▪ HTML▪ SAM4 Broadcaster▪ Adobe Premiere CS5▪ Windows Movie Maker▪ Final Cut Pro▪ Soundtrack Pro
Skills	
References	Available upon request.