



## Education

KENT STATE UNIVERSITY, KENT, OH

- Major: Marketing
- Graduation date: August 2006

## Related Experience

- Knowledge of Windows based operating systems 95/98/2000/XP
- Software/program knowledge includes: Microsoft Office 98/2000/XP, Adobe Photoshop, Quark Express, Adobe Pagemaker, and Freehand
- Communication skills include face-to-face contact with clients and current/prospective customers and telephone skills dealing with client issues
- Experience with simulation software Capstone and Merlin

## Work Experience

MEDALLION FINANCIAL, Boardman, OH 2007-present

### VP of Administration

- Handle all Annuity new business and licensing & contracting that comes through the door; take care of all computer related issues

ALLEN MARKETING & ASSOCIATES, Uniontown, OH 2006-2007

### Case Manager/In-House Designer

- Run all illustration quotes, answer phones, in-house design brochures, flyers, business cards, fix any computer issues experienced

KENT STATE UNIVERSITY, KENT, OH 2003-2006

### Client Services Computer Helpdesk Analyst

- Assisted clients with their computer problems over the phone, through email and in person

BOTNICK REALTY, CUYAHOGA FALLS, OH 2002-2003

### Leasing Agent

- Leased apartments, collected rent checks, controlled bill payments, and utilized communication and organizational skills to tend to current and prospective tenants

COOK MARKETING FIRM, PLEASANTVILLE, NJ 2002

### Administrator

- Answered phones, organized paperwork, kept the books for savings, and kept inventory

## Accomplishments

Silver Key from Scholastics for a Freehand project, taught an origami seminar for Art Club, taught a summer workshop on Photoshop to high school teachers, attended college level courses in Adobe Photoshop, Quark Express and Adobe Pagemaker, sold acrylic painting to Children's Hospital in Barberton, OH, community service with Kiwanis Club, Designed business cards for a fellow employees