

Michely Prieto

PROFICIENCY

Paint Shop Pro | Excel | Outlook |
PowerPoint | Publisher | Word |
Animation Shop 3

FAMILIARITY

Photoshop | Dreamweaver | Corel

REFERENCES

Available upon request.

ADDRESS. 13971 SW 11 ST
MIAMI, FL 33184

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MAIN. 786.473.8553

HOME. 305.220.0558

OBJECTIVE

I am looking to gain industry experience in a part- to full-time position that will help me in my pursuit to obtain my Graphic Design Technology degree and build my portfolio. I welcome challenges, creativity, and collaboration, and most of all an integrated, positive, and friendly atmosphere.

WORK EXPERIENCE

2007 to 2008 // Executive Assistant | The Wellness Community

- ♣ Create, design, and/or update company business cards, flyers, and special event signage and brochures in-house using Publisher and Corel Draw. Proofed copy for most in-house and outsourced printed material (special event signage, brochures, program books, monthly calendars, flyers, memorandums).
- ♣ Enter and update new and existing participant information into database using MS Access. Use this data to create mail merges in Word for donation tax acknowledgement receipts.
- ♣ Create and draft template verbiage for tax acknowledgement receipts for all kinds of donations (in-kind, event fees, in honor of, general donations, and more).
- ♣ Designed, wrote, and distributed first Volunteer Newsletter using Publisher.

2004 to 2006 // Barista | Starbucks Coffee Corporation

- ♣ Develop enthusiastically satisfied customers. Customize drinks to customer taste and increase productivity by offering unique suggestions (or your own blends), all the while providing consistent quality beverages.
- ♣ Contribute to store profitability and take self-initiated responsibility to learn as new recipes and challenges are presented. Work closely with other team members to keep store presentable, comfortable, and engaging for customers.

2002 to 2004 // Office Assistant | Andy's Assurance Agency

- ♣ Active secretary responsible for filing, answering phones, and greeting customers. Direct customers to appropriate insurance agent based on what they are looking to insure.
- ♣ Input customer information into online database in order to generate quotes from partner companies.
- ♣ Photograph vehicles that are to be insured for evidence of "before" conditions in case of bodily injury.

EDUCATION

Currently 2008 // A.S. Degree in Graphic Design | Miami Dade College
Fall of 2008: Graphic Design — An introduction to basic theory and skill techniques of visual communications

2000 to 2004 // High School Diploma | G. Holmes Braddock H.S.
Business Courses: Workplace Essentials, Business Systems & Technology

STRONG SKILLS

Bilingual, adaptable, quick learner, creative writing, proofreader, interpersonal, effective communication skills, passionate, detail-oriented.

Thank you for reviewing my resume. I look forward to hearing from you!