

Marie Kandler

(510) 938-0668

MarieKandler@yahoo.com • www.MariposaEtc.net

SKILLS:

Energetic worker with willingness to learn and capable of assuming multiple independent responsibilities.

- ◆ Adobe Photoshop
- ◆ Adobe Illustrator
- ◆ Adobe InDesign
- ◆ Adobe Dreamweaver
- ◆ Adobe Flash
- ◆ Hype
- ◆ Microsoft Word
- ◆ Microsoft Excel
- ◆ Microsoft Access
- ◆ Microsoft PowerPoint
- ◆ Bilingual English/Spanish
- ◆ Office Management

EDUCATION:

Silicon Valley College, Fremont, CA

Bachelor of Arts Degree in Graphic Design/Visualization

• *Graduated Deans List*

Heald College, Hayward, CA

Associate in Applied Science Degree in Computer Business Administration

• *Graduated With Honors*

WORK HISTORY:

Paper and Ink Printing, Hayward California 10/06 to Current

◆ *Graphic Designer*

Created custom artwork and marketing materials for individual clients. Utilized Photoshop, Illustrator and InDesign on a MAC OS. Evaluated customer needs, suggested marketing strategies and assisted with marketing projects. Pre-flighted, trouble shot and repaired customer files. Created templates on one of the company's websites. Assisted with sales, customer service, shipping/receiving and accounting. Updated website and created online ads. General administrative duties also helped implement new billing and filing system. Created a new website for the company using Joomla.

Mariposa Etc., California 06/05 to Current

◆ *Freelance Graphic Design Work*

Designed 3 websites for local companies utilizing Flash and HTML. Created custom artwork for business cards, brochures, posters, club flyers and other miscellaneous print work.

Mattson Technologies, Fremont, California 01/03 to 3/03

◆ *120 hours worked in Human Resource Department as an intern for school*

Data entry, filing, created new paper and computer files, organized files, gave creative input, and oversaw two other interns.

Apple One, Milpitas, California (Contract Group) 4/01 to 1/02

◆ *Husmann Corporation Receptionist/Purchasing 6/01 to 1/02 (Temp)*

Managed front office, ordered office supplies, shipping/receiving, mail distribution, filed, entered job cost; answered multi-line phones, customer service, data entry, posted accounts receivable, inventory, assisted sales in new contracts, tracked mail expenses, implemented recycling system and Internet researching.

◆ *Miscellaneous Contracts Accounting Clerk 4/01 to 6/01*

Provided itemized reports, filing, billing and other bookkeeping tasks.

Covansys, Milpitas, California 2/00 to 4/01

◆ *Administrative Assistant (Milpitas Office) 2/00 to 4/01*

Filing, purchasing, shipping/receiving, mail distribution, organized company events, Internet research, inventory, managed front office, organized travel, updated employee database, data entry, problem solving, reception work relief, reorganized and color coordinated all filing systems, collected time cards, reorganized copy and break rooms, reorganized all office keys, created floor plan on PowerPoint.

◆ *Office Coordinator (South San Francisco Office) 8/00 to 4/01*

Ordered supplies, coordinated office events and meetings, organized lunch meetings and travel.