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SUMMARY RESUME

EMPLOYMENT HISTORY:

GARDIN CONSULTING GROUP, LLC. Oak Park, MI 2003 – Present. (part-time)

SKILL SETS PROVIDED OR AVAILABLE TO GCG:

- Database and spreadsheet development
- Graphic design and photo editing
- E-commerce copywriting
- Data research and analysis
- General accounting
- Preparation of executive power point presentations

CURRENT ENGAGEMENT:

WEB GRAPHICS CONSULTANT; November 2003 – Present. Alephjudaica.com. Los Angeles, CA

PRIOR EMPLOYMENT:

GRAPHICS DEVELOPMENT; November 2001 – August 2003. Allthingsjewish.com. Southfield, MI

OFFICE ADMINISTRATOR; November 2001 – August 2003. Tradition!Tradition!. Southfield, MI

EDUCATION:

Studies Abroad August 1999- June 2000

Oakland Community College, Farmington, MI. AA Graphic Design. August 2003

MJI Institute, Oak Park, MI. BAS Computer Information Systems. August 2003

Honors/Awards:

Michigan Competitive Scholarship
Continuously on Deans' Lists at OCC and MJI

More

Additional Skill Sets:

Adobe InDesign
Adobe Photoshop
Adobe Illustrator
Microsoft PowerPoint
Microsoft FrontPage
Microsoft Office
QuickBooks

HTML
Visual Basics
Oracle