

Katie L. Westendorf

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Career Objective

- Position in Graphic Design
-

Summary of Qualifications

- Skilled in website, logo, ad, newsletter, coloring book, invitation, and billboard design
- Creative and efficient with projects given
- Responsible, quick learner, and motivated
- Highly detail-oriented
- Capable to work as a team and well with customers
- Customized designs chosen by Walnut Street Weddings, Effingham County Farm Bureau, & Sunrise Landscape & Garden Center

Specialized Software Experience

- Adobe CS4 & CS5: Photoshop, Illustrator, InDesign, Fireworks, Dreamweaver
 - QuarkXPress
 - Microsoft 2010: Word, Excel, PowerPoint, Access, Outlook
-

Education

Lake Land College

Expected May 2012
Mattoon, IL

- Associate in Applied Science: Desktop Publishing/Graphic Design
 - 3.6 GPA on 4.0 scale
 - President's List 2010-2011
-

Experience

Decorator

August 2010-present
Teutopolis, IL

Walnut Street Weddings

- Decorate, set up and take down for multiple wedding receptions
- Design wedding invitations using InDesign
- Assemble multiple wedding invitations for each individual wedding
- Assemble hundreds of personal Christmas cards each year for local businesses

Intern

June 2010-April 2011
Effingham, IL

Effingham Visitor Center

- Designed a children's coloring book of attractions and restaurants for Effingham using Photoshop
- Executed monthly visitors guide mailings for tourists
- Answered travelers' questions and concerns by phone or email

Counter Clerk

June 2008-May 2010
Teutopolis, IL

Wessel's Grocery

- Aided customers in timely fashion during busy hours
- Stocked and maintained products in store
- Answered multiple-line telephone while assisting customers

Answering Phones On Resume

David R. Eyler



Answering Phones On Resume:

Resumes For Dummies Joyce Lain Kennedy, 2007-02-26 Is your job search stalling out after you submit a resume but before you're offered an interview? With reinvented recruiting technology, unmanageable millions of resumes choking employer databases, and government mandates in the name of diversity, a gigantic change has occurred in the recruiting world over the past several years, and it demands a fresh look at how you write and market your resumes. Whether you're entering the job market for the first time, changing jobs, or changing careers, *Resumes for Dummies* 5th Edition will show you the ropes and rules for a new era in recruiting and job finding. With 85% new content added since the previous edition, this up-to-date guide gives you the very latest strategies on how to create and more importantly, distribute your resume in today's new job search environment. You'll learn: Why most generic online resumes fail; How to customize resumes for each job opening; New quick ways to find the right jobs; How to use meta search engines to your advantage; Why both digital and print versions of resumes are still needed; How to use resumes interactively; The resume basics that still knock 'em dead; How to create resumes for your life's changing phases; What to do after you send them your resume. With a wealth of sample resumes organized by industry and career field, experience level and age, and special circumstances, along with tips on choosing professional resume help and other valuable resources, *Resumes for Dummies* 5th Edition will help you get noticed in a universe saturated with billions of resumes and more on the way.

The Complete Book of Resumes Karen

Schaffer, 2005-11-01 Crafting the perfect resume is the first step for job seekers. And these days, employers have tons of different filters to weed out candidates and narrow their hiring pool. *The Complete Book of Resumes* is packed full of information on crafting a resume and the kind of structure and language that will get an employer's immediate attention, as well as tons of samples for readers to use as a guideline for success. *The Complete Book of Resumes* includes information on: How to begin if you're starting from scratch; The profile or the most important part of your resume; Work experience or What have I been doing all these years; Punching it up: how to make a good resume great; The career transition resume chapter for brave souls; You're just starting out; Big leaps: positioning yourself for jobs above your current level. Including more than 300 resumes, *The Complete Book of Resumes* is perfect for recent graduates or seasoned candidates with years of experience.

Real-resumes for Administrative Support, Office & Secretarial Jobs Anne McKinney, 2004 Those who seek jobs in the office support field will find this book to be a valuable resource. Office managers, administrative assistants, executive aides, and other office support personnel have a lot in common when they create a resume, and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical. No matter what industry or type of work—medical, manufacturing, nonprofit, and other environments—this book will provide a competitive edge to those who seek employment which involves administrative support, executive support, clerical, and secretarial responsibilities. For those who seek federal employment, there's a special section in the book showing how to create federal resumes and government applications.

Vault Guide to Resumes, Cover Letters & Interviews Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source

The Career Coward's Guide to Resumes Katy Piotrowski, 2008 This third book in the Career Coward s series helps readers tackle the Herculean task of assessing their strengths and creating a paper sales document about themselves In her friendly and comforting style career coach Katy Piotrowski walks readers though all the basic steps of writing a resume and cover letter that fairly promotes their strengths and experiences without sounding like bragging You ll learn how to determine what to include on your resume for great results develop your unique experiences into powerful resume content follow a foolproof process for creating a resume that works and write outstanding cover letters in just minutes

CMJ New Music Report , 2003-12-22 CMJ New Music Report is the primary source for exclusive charts of non commercial and college radio airplay and independent and trend forward retail sales CMJ s trade publication compiles playlists for college and non commercial stations often a prelude to larger success

The Graphic Designer's Guide to Portfolio Design Debbie Rose Myers, 2013-10-21 Landing a job in graphic design or multimedia starts with the creation of a portfolio that showcases a student s best work With sample portfolios interviews with leaders in graphic design and advertising industries and step by step instruction for creating professional print and digital portfolios this book helps students successfully transition from design student to design professional Now fully updated it is the only guide to creating job winning print based and digital portfolios specifically for graphic designers

101 Best Resumes to Sell Yourself Jay A. Block, 2002-04-30 Explains how to organize information on employment history education and skills into a resume that effectively markets a person s abilities and includes sample resumes for jobseekers in a variety of fields

Just Resumes Kim Marino, 1991-11-11 No matter where you re starting from this book will help you get where you want to go The ultimate guide to writing a resume that get results

House Document , 1998

The Career Change Resume Kim Isaacs, Karen Hofferber, 2003 Written by the official resume advisers to Monster com this is the ultimate guide to creating life changing resumes The Career Change Resume helps aspiring career changers reinvent themselves by showing them how to transform their resumes The book includes step by step instructions demonstrating how to craft resumes that open doors to new careers more than 150 sample resumes and cover letters valuable innovative career change tools and strategies and solutions to common problems plaguing career changers

Designing Creative Resumes Gregg Berryman, 1990 This unique book shows how to design resumes that will attract the interest of your prospective employer

Résumé Power Tom Washington, 1996 Based on the idea that a successful job hunt begins with a top quality resume Resume Power offers sound advice about assessing one s skills and experience then tells how to highlight talents and present strengths in a straightforward job getting manner This new edition includes new material on electronic resumes

Resumes that Mean Business David R. Eyler, 1990 Guide to writing resumes Includes 75 annotated resumes with the features employers like best

and word processing tips

Best Resumes for Accountants and Financial Professionals Kim Marino, 1994-02-16

Because in today's competitive job market you need every edge you can find. The founder of the Just Resumes writing service and author of several popular resume books, Kim Marino now offers practicing and prospective accountants and financial professionals a practical, highly targeted guide to writing winning resumes. Whether you're an executive making a lateral move or returning to the work force or a college graduate just entering the accounting industry, this surefire handbook provides you with step-by-step guidance and savvy advice on how to create a professionally designed resume that puts your education, experience, and accomplishments in the best possible light and helps you reach your job objective. **Best Resumes for Accountants and Financial Professionals** first offers quick tips on the basics of resume writing, proper resume appearance, and the do's and don'ts of resume preparation. You'll learn what type of resume best suits your needs and how to create each, whether chronological, functional, or combination resumes. It then gets down to specifics with tailor-made advice and 80 detailed sample resumes and cover letters for accountants and financial pros who are making a lateral move or career change, such as financial planners, securities analysts, portfolio managers, brokers, account executives, and human resource directors. Accountants moving up, including public, private, financial, and government accountants. Accounting students and recent graduates from first-year students with no paid experience to college graduates looking to set forth in the real world. Complete with the names, addresses, and phone numbers of the corporate headquarters of the Big 6 accounting firms and Fortune 500 companies and an alphabetical listing of key accountant associations and publications. **Best Resumes for Accountants and Financial Professionals** demonstrates how you can make a lasting first impression and then reinforce it through the job selection process. [Resumes for First-Time Job Hunters, Third Edition](#) McGraw-Hill, Editors of

McGraw-Hill, 2005. Create a strong, impressive resume that will lead you to the right job. To stand out among the hundreds of job seekers applying for any position, you have to have a resume that hits the target every time. **Resumes for First-Time Job Hunters** offers nearly 100 sample resumes and 20 cover letters. A variety of eye-catching resume formats. Tips on highlighting your strengths and using active vocabulary. Worksheets for gathering personal information. And much more. **A Complete**

Guide to Innovative Practices in Human Resources, 1998 **Gallery of Best Resumes** David Franklin Noble, 1994

Written by professional resume writers, this book includes resumes for a variety of occupations grouped by category. Sixteen of the resumes are printed on high-quality paper stock and bound right into the book. Contains over 200 resumes, 25 cover letter samples, 101 tips for effective resume writing, and 30 tips for polishing cover letters. [Resumes for the Health Care Professional](#) Kim Marino, 2000-04-13

Over 100 model resumes for doctors, nurses, therapists, technicians, dieticians, and more. Cover letter, interview, and job search tips. Using the Internet, online job searching, and guidelines. Create an impressive winning resume with the bestselling guide to getting a better job in America's fastest growing and fastest changing profession. With new technology, managed care, and other developments, the health care profession today is the scene of

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Table of Contents Answering Phones On Resume

1. Understanding the eBook Answering Phones On Resume
 - The Rise of Digital Reading Answering Phones On Resume
 - Advantages of eBooks Over Traditional Books
2. Identifying Answering Phones On Resume
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Answering Phones On Resume
 - User-Friendly Interface
4. Exploring eBook Recommendations from Answering Phones On Resume
 - Personalized Recommendations
 - Answering Phones On Resume User Reviews and Ratings
 - Answering Phones On Resume and Bestseller Lists

5. Accessing Answering Phones On Resume Free and Paid eBooks
 - Answering Phones On Resume Public Domain eBooks
 - Answering Phones On Resume eBook Subscription Services
 - Answering Phones On Resume Budget-Friendly Options
6. Navigating Answering Phones On Resume eBook Formats
 - ePub, PDF, MOBI, and More
 - Answering Phones On Resume Compatibility with Devices
 - Answering Phones On Resume Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Answering Phones On Resume
 - Highlighting and Note-Taking Answering Phones On Resume
 - Interactive Elements Answering Phones On Resume
8. Staying Engaged with Answering Phones On Resume
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Answering Phones On Resume
9. Balancing eBooks and Physical Books Answering Phones On Resume
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Answering Phones On Resume
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Answering Phones On Resume
 - Setting Reading Goals Answering Phones On Resume
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Answering Phones On Resume
 - Fact-Checking eBook Content of Answering Phones On Resume
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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