

# 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

#### Effingham Visitor Center

June 2010-April 2011  
Effingham, IL

- 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

#### Wessel's Grocery

June 2008-May 2010  
Teutopolis, IL

- 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

**Kim Marino**

## **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 resumes 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 of 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 admin 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 through 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 gets 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  
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