

# Sherri Lynn Hill

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## Objective

To obtain a position as a Graphic Designer/Production Artist, using my strong computer knowledge, communication skills, and hardworking ability.

## Qualifications

Computer Knowledge Mac and Windows, Photoshop, Illustrator, InDesign, Dreamweaver, Photography, Graphics, Word, Excel, Outlook, Computer Maintenance, Trouble Shooting, Attention to Detail, Ability to Meet Deadlines, Fast Learner, Well Organized

## Employment History

**Graphic Designer**, Direct Data Corporation Deland, Florida 03/07 – Present

- ◆ Create yellow page advertisements for 10 phone directories.
- ◆ Sold over \$20,000 of advertisements with a team of three people within 4 months.

**Work Study**, Copy Center at Daytona Beach Community College, Fall 08/06 – 12/06

- ◆ Assisted staff with duplication of school materials
- ◆ Operated Xerox Docutech 6135 2000 Series, Xerox Docutech 75 2000 Series, and Digipath Scanner 2000 Series
- ◆ Used paper cutter to cut jobs down to right size
- ◆ Used padder to glue together paper to make individual pads
- ◆ Folded jobs
- ◆ Used heat and seal to package completed jobs
- ◆ Laminated posters.
- ◆ Used Drill press to drill paper
- ◆ Stapled books together

**Internship**, Creative Center at Daytona Beach Community College, Fall 08/06 – 12/06

- ◆ Created posters, flyers, and documents for the College using InDesign, Photoshop, and Illustrator.

**Convergys**, Heathrow, Florida 04/2000 – 01/2005

*Customer Service Rep / Tech Support / Escalation Tech*

- ◆ Promoted repeatedly as result of excellent performance.
- ◆ Assisted customer in resolving billing issues with great success.
- ◆ Handled debits and credits within Windows applications.
- ◆ Established self as team leader in billing.
- ◆ As a Tech Support representative, provided trouble-shooting on Internet issues, via telephone.
- ◆ Promoted to an Escalation Tech within 6 months.

- ◆ Solved technical issues referred from other departments.
- ◆ Responsible for referred cases to the maintenance department that required a field technician.

**Sand Creations**, Sanford, Florida 10/1996 – 04/2000

*Paint supervisor*

- ◆ Cleaned and painted sand sculptures.
- ◆ Pulled, packed, and shipped orders.
- ◆ Monitored team of 8 painters, assuring that orders were completed on time.

**Sanford Herald**, Sanford, Florida 06/1995 – 10/1996

*Photographer*

- ◆ Photographed people, places, and events for newspaper.
- ◆ Assigned to attend community events such as local festivals and business Grand Openings.
- ◆ Available to cover events on an on-call basis.
- ◆ Developed film and pictures, meeting frequent and tight deadlines while maintaining quality.

**Education**

High School Diploma – Deltona High School, Florida

Currently Attending Daytona State College – Daytona Beach, Florida

*Studying Graphic Design / Digital Media / Photography*