

Sherri Lynn Hill

Crossville, Tennessee
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Objective

To obtain a position as a Graphic Designer/Production Artist/Photographer, or a Customer Service Representative, 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

Print Production, Platinumnc INC. Crossville, Tennessee 04/19 – Present

- ◆ Print marketing materials for Ihop, Dominos, Buffalo Wings, Skyline Chili..

Graphic Designer, Direct Data Corporation Deland, Florida 03/07 – 03/04/2011

- ◆ 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

Attended Daytona State College – Daytona Beach, Florida

Studying Graphic Design / Digital Media / Photography