

EXPERIENCE

Office Manager - *CopyCat*

September 2017 - Present

- Create invoices, log bills, and receive payments in QuickBooks.
- Design and print posters, postcards, business cards, flyers, banners, and brochures.
- Assist clients with printing/design needs and any other special requests using Adobe InDesign, Illustrator, Photoshop, Acrobat, and Microsoft Excel.
- Order and receive office supplies.
- Create and provide monthly maintenance to client's websites.
- Open and close office in two locations.
- Attend networking and Chamber events monthly.

Assistant Store Manager - *Dollar General*

December 2013 - Spetember 2017

- Oversaw 2 - 5 employees regularly.
- Scheduled and conducted interviews with potential employees.
- Logged inventory weekly.
- Received inventory from warehouse and vendors daily.

Department Head - *Ocean State Job Lot*

October 2010 - December 2013

- Assisted customers in a positive and professional manner.
- Maintained integrity and layout of Domestic Department.
- Processed incoming freight for inventory
- Organized planograms to company standards

EDUCATION

- The American Women's College at Baypath University - Present
- Chicopee Comprehensive High School - 2010

SKILLS

- Customer Service
- Inventory Management
- Web Development
- Print & Design
- Intuit Quickbooks
- Adobe Acrobat
- Adobe Illustrator
- Adobe Photoshop
- Microsoft Suite
- Adobe InDesign
- Typesetting
- Touch typing