

## **Wendy Eveningstar**

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### **OBJECTIVE**

Administrative position using skills in desktop publishing

### **HIGHLIGHTS OF QUALIFICATIONS**

- Experienced office worker and administrator; successful in desktop publishing and systems administration.
- Skilled working with: Windows 98 and higher, Windows NT, Microsoft Office, Adobe Illustrator and Photoshop
- Energetic self-starter with strong communication skills; work well independently or on a team.
- Highly productive managing projects; a creative problem-solver who rapidly adapts to changing demands.

### **PROFESSIONAL EXPERIENCE**

#### Desktop Publishing & Project Coordination

- Published marketing materials for Clines, the nation's largest developer of healthcare facilities.
- Extensively utilized PCs with the latest technologies and programs for ABC and Clines. Performed marketing research for Clines on products, services and companies via the Internet.
- Handled production and timely distribution of Clines' marketing materials and reports.
- Planned installation of Windows network with ISDN for Clines; oversaw network consultant.

#### Office Administration & Support

- Managed office, performing customer service, supervision and accounting for ABC.
- Experienced working in variety of industries, including printing, manufacturing and development.
- Utilized databases and accounting programs to organize and maintain company records.
- Worked dependably on projects within budgets and timetables for Clines, ABC and Bracco.
- Maintained Clines' network of eight computers and three printers.
- Kept Huntington Forms' web press in production 24/7; planned and upgraded printing equipment.

## **WORK HISTORY**

2001 to 2004, Administrative Assistant in Marketing, Clines Company, New York, NY  
2000 to 2001, Office Manager, ABC Machine Sales, Westbury, NY  
1999 to 2000, Temp Office Worker, Temp-to-Hire, Huntington, NY  
1998 to 1999, Customer Service Representative, Quality Graphics, Stony Brook, NY  
1996 to 1997, Customer Service Rep & Purchasing Agent, Bracco Development, Bayshore, NY  
1984 to 1996, Pre-Press Manager, Huntington Forms Co., Copaige, NY

## **EDUCATION**

Adelphi University, Oakdale, NY  
Visual Design for Computer Professionals, 2004  
Adobe Illustrator & Adobe Photoshop, 2003  
Microsoft Office: Word, Excel, PowerPoint, Access, 2003

Suffolk Community College, Brentwood, NY  
Business Administration