**Wendy Eveningstar**123 South Street
Port Jefferson, NY 12345
123-555-1234
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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