

Katie Petruzzelli

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Objective

An entry-level position with a dynamic company as a website design professional or graphic artist that utilizes my skills in interactive website design and/or desktop publishing; along with strong background in multi-tasking and organizational skills

PERSONAL SUMMARY and QUALIFICATIONS

Results-driven, self-motivated with excellent organizational, customer service and interpersonal abilities, as well as exceptional oral and written communication skills.

Qualifications and Key areas of experience/skills include:

- HTML, CSS, Java Script, PHP, SEO
- Adobe Photoshop, Illustrator, In Design
- Adobe DreamWeaver
- Windows 3.11 to Windows XP
- Microsoft Front Page and Office Suite
- Usability for Web
- Proven ability of design and graphics.
- Excellent communication skills both verbal and written.
- Great organizational and management skills with the leadership qualities.
- Profound ability to manage a project while working with a team structure.

Career Summery

Learning Development Services, San Diego

Office Manager

March 2003-(current)

- Strong customer service skills
- Maintain medical office database for 5 psychologists
- Office management including scheduling, filing, office machinery, etc.

Zoological Society, San Diego

Retail Associate March 1998-March 2003

- Strong customer service
- Seasonal lead

Education

Platt College San Diego

May 2009 – February 2010

- Bachelor of Science in Media Arts, Emphasis: Web Design

January 2008-May 2009

- Associate of Applied Science in Graphic Design

San Diego Mesa Community College

September 2003- May 2006

- Associate Arts Degree/Transfer studies

Volunteer Experience

Project Wildlife

March 2003-Sept. 2003

- Avian and small mammal intake and care

Tiger Rescue Project

(through Project Wildlife-various times, summer 2003)

- Assisted other volunteers and Friends of Animals staff to clean cages and feed the many neglected tigers and other wildlife discovered near Riverside, CA.

References

References are available on request.