

General Summary

Enthusiastic and motivated individual with proven assets of planning, organizing, and creative problem solving. Pays close attention to detail, with ability to learn and to adapt to changes within an organization. Proven work record with upward promotions in every position held.

Skills and Abilities

More than eight years of a variety of management, administrative, and artistic responsibilities including:

- Creating logos, corporate branding, cartooning, children's book illustrations and other art illustrations by hand and with use of Photoshop CS5 and Illustrator CS5.
- Some Mac Experience with Photoshop CS5, Illustrator CS5 and InDesign CS5
- Able to speak, read, and write an intermediate level of Spanish.
- Investigative work: Use and knowledge of Loss Prevention (ex. CCTV, promissory notes, P.O.S. Data)
- Supervising, hiring, and terminating associates in multiple departments.
- Maintaining relationships with current vendors and build new ones as well.
- Collecting information regarding outstanding agent debt to carriers and to office.
- Data entry and running multiple weekly, monthly, and yearly reports for various departments.
- Solid PC experience with Excel, Word, Outlook, Power Point, SmartOffice5, and QuickBooks.

Professional Accomplishments

- Started very own freelance design and art firm in 2007.
- Illustrated three children's books which were published in 2009.
- Was promoted to accounting position very shortly after achieving my bachelor's degree.
- Created new process that streamlined shipping and nearly \$2,000 a month in shipping costs. The process also was environment friendly as less shipping labels were generated.
- Was promoted to Administrative Services Coordinator and Employee of the Quarter in March 2004.
- Was promoted to a management position after one year of employment.

Work Experience

2007-present	Freelance Illustrator/Designer	Houston, TX
	Design logos, company branding, corporate art, create cartoons and other illustrations for children's books and other media.	
2007-present	Commission Accounting/Debt Management	InsurMark Houston, TX
	Data Entry: Input monthly commissions from writing agents. Basic Accounting: Journal entries, general ledgers, balance sheets, profit and loss reports. Running various reports from SmartOffice5 database. Collect agent debts owed to the company.	
2005-2007	Supply Coordinator/Administrative Services	InsurMark Houston, TX
	Clerical work. Shipping needs such as processing mail for entire office. Maintained client materials and agent marketing pieces from over 20 insurance carriers.	
2003-2005	Mail Clerk/Administrative Services Coordinator	Fleetwood Retail Corp. Houston, TX
	Clerical work. Shipping and processing mail for entire office. Was over administrative services in entire office.	
1999-2003	First Assistant Manager	Eckerd Drug Corporation Houston, TX
	Second in charge to store director. Maintained operation of store in all aspects when store director was not present.	

Education

Currently pursuing Level 2 Graphic Design Certificate, Houston Community College, Houston, TX
2006 Bachelor of Science in Business Administration, University of Phoenix, Houston, TX
1998 High School Diploma, Scarborough High School, Houston, TX

Professional Memberships

Member of the Society of Children's Book Writers and Illustrators