



experienced. creative. passionate. honest. authentic. funny. personable. respectful. motivated. flexible. resourceful. efficient. learner. gracious.

EMPLOYMENT EXPERIENCE

Self-Employed Oakland, CA

Freelance Designer from September 2011 to present

- Creates custom designs for print and web projects.
- Identify style commonalities to bridge multiple unique elements into one cohesive design.
- Completes projects from concept to design to production.

SellPoint, San Ramon, CA

Web Producer August 2009 to October 2011

- Manages production of over 100 custom interactive product marketing pieces for Canon camera and printer divisions from concept to completion; including attending product disclosure meetings, photography of prerelease products and edits process.
- Promotes client relationship by organizing and attending quarterly visits to client east coast headquarters; including booking travel, accommodation and dinner reservations.
- Serves video syndication contract that permits 500 encodes per year and 8 terabytes of bandwidth consumption on content delivery network per month.

Creative Production Assistant

- Coordinated production of interactive virtual product tours for clients, including Canon, Panasonic, Logitech, Procter & Gamble, LeapFrog, Olympus, Casio, and 3M.
- Developed online content that meets ADA Standards for Accessible Design.
- Edited and reviewed high-resolution images, HD video, and interactive flash content.

Bay Breads, San Francisco, CA

Shift Supervisor December 2008 to August 2009

- Served as the critical liaison between corporate management and floor employees.
- Demonstrated excellent customer service during peak business hours.

California State University Monterey Bay, Seaside, CA

School of Business Assistant August 2005–June 2006

- Managed all incoming inquiries for business degree and unofficial transcripts.
- Responsible for assisting in class scheduling and booking rooms for special events.
- Assisted in preparation of course documents for faculty members.
- Updated student records in school-wide database system.

Alfred Patino, DPM, Turlock, CA

Receptionist August 2003–August 2004

- Checked in patients and collected copayments

EDUCATION

California State University Monterey Bay, Seaside, CA

- B.S. Business Administration Concentrating in Management & International Business
- Honors: Cum Laude, Dean's List 5 semesters, & merit scholarship recipient; GPA: 3.68

Kingston University, Kingston upon Thames, London, UK

- Study Abroad Exchange Program; Business Administration & Culture Studies



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SKILLS

- Compiles vendor invoices and reconciles quotes for accurate billing to clients.
- Monitors high volume of incoming emails from clients and responds without delay.
- Organizes weekly client conference call: emailing agenda, setting up WebEx & reserving location.
- Oversees incoming and outgoing product shipments using a variety of providers, including scheduling pickups, tracking packages and online services.
- Creates meaningful databases using conditional formatting and complex formulas.
- Manipulates imagery using Adobe Photoshop and especially skilled in retouching product photography and using perspective tool to add in LCD images.
- Competent in Adobe Flash, Dreamweaver, Illustrator, Adobe Acrobat, customized WordPress,

VOLUNTEER

ALBA Organic Farm Training, Salinas, CA

- Performed market research for the team including gathering primary price comparison data (organic vs traditional).
- Helped farming interns with daily tasks on the farm including: drip irrigation setup, turning compost heap, and sorting produce.

Women Alive! Salinas, CA

- Served the female homeless population of Salinas as a evening representative
- Prepared meals, bedding, and fun activities for the women.
- Learned about hardships and the perseverance of women.

LINKEDIN RECOMMENDATIONS

Kelly Dalton, *Director of Account Management, SellPoint, Inc.*

“Charlee is an efficient and highly conscientious worker who cares about the quality of her work as well as the effectiveness of the results. She is a good communicator and can articulate her ideas and share knowledge with team members effectively. It has always been a pleasure working with Charlee, I recommend her without hesitation and hope that someday I have the pleasure or working with her again!” January 31, 2012

Alan Schuster, *Internet Marketing Specialist, Canon USA*

“I’ve worked with Charlee on numerous projects and she has always been someone I can rely on and trust to get the job done. She is extremely organized and kept not only herself on schedule with each project, but myself as well with weekly updates and frequent reminders. She is very knowledgeable at her craft and a definite go-to person to answer any question, whether she knew it immediately or had to take the time to retrieve it to provide a useful, accurate response. As projects became more elaborate, I was very impressed with her ability to lead and manage them, including projects involving multiple companies. Charlee would be a valuable member to any team and company for her all-around skills, personality, and commitment.” February 26, 2012

Lou Panetta, *Faculty, School of Business, California State University, Monterey Bay*

“Charlee took my class in Strategic Management. This class also serves as our Senior Capstone project. Charlee is a focused young woman. She is a team player, has personal integrity and perseveres. She has strong social skills, mental quickness and excellent presentation abilities. She plans ahead and motivates those around her to achieve excellence. Her personal attributes align with those that make for outstanding success in business. I can confidently recommend her.” July 19, 2011