

# JULIE WATERHOUSE

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## SUMMARY OF QUALIFICATIONS

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Exceptionally **responsible, reliable** and **detail-oriented** professional with experience in graphic design, teaching, management, and sales. Set **high standards** of expectation for myself to ensure quality of service and **excellence** in performance at any task. **Self-motivated**, yet **works well in a team**. Seeking an entry level graphic design position where I can build and enhance my design skills and **have fun** doing what I love.

## EDUCATION

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WESTWOOD COLLEGE - Westminster, CO grad. date - June 2008  
*Associates Degree in Graphic Design and Multimedia*

EDINBORO UNIVERSITY OF PENNSYLVANIA - Edinboro, PA Summa Cum Laude 1999  
*B.S. in Elementary Education, Psychology Minor*

## COMPUTER/TECHNOLOGY SKILLS

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- Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Flash
- MS Word, Power Point, Excel, Outlook, Publisher
- MS Money, Quicken, Quickbooks
- fax/copier/scanner
- Type 65-70 wpm

## FREELANCE DESIGN EXPERIENCE

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Pristine Photography, Jenni Riggs • Logo, letterhead and brochure design

## PROFESSIONAL WORK HISTORY

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**Graphic Designer – Windsor, CO** Sept 2007 - Feb 2008  
Create designs for brochures, banners, logos, business cards, postcards, and other various marketing materials. Proof and prepare files to be sent to printer. Design and develop websites, as well as maintain current sites for clients of marketing company.

**Teller, Chase Bank – Longmont, CO** Sept 2006 - Sept 2007  
Responsible for cash handling, balancing drawer, processing transactions, providing customer service and referring customers to bankers. Cross sell products such as checking accounts, loans, credit cards, direct deposit and/or savings accounts. Build positive relationships with customers by providing accurate and excellent service.

**Owner/Vice President, Deli Zone – Fort Collins, CO** Sept 2004 - July 2006  
Designed logo, posters, business cards, menus, website and any marketing materials to promote Deli Zone and attract potential customers. Assisted manager and president in operations of the deli grossing \$405,000 in it's first year. Trained employees, operated POS, made deliveries, maintained positive customer relations. Monitored labor costs, hired employees, created schedules, and was responsible for payroll.

**Computer Instructor, Gateway Country Store – Arvada, CO** Sept 2003 - Apr 2004  
Instructed adults in a small group setting on beginner to intermediate computer skills. Taught classes such as: Use and Care, Internet and Email, Digital Photography, Adobe Photoshop Elements, Digital Music, Virus Protection, Microsoft Word, Excel, and Powerpoint. Sold computer products to customers. Consistently met or exceeded sales goals and received very high ratings/positive comments on customer evaluations.

**2<sup>nd</sup> Grade Teacher, First Assembly Christian Academy – Erie, PA** June 2001 - June 2003  
Instructed 15-18 students in all subject areas. Enhanced lessons through use of hands-on activities as well as the Internet, digital camera, and computer programs. Used performance assessment, generated evaluations, cooperatively planned weekly lessons with mentor. Established positive relationships with parents and communicated with them on a daily basis.