

Shellyn Brown
2105 Holland Street
Alton, IL 62002
Phone: 217-851-0755
Email: Seashellyn5@yahoo.com

Objective

To obtain a position with an established company where I may use my knowledge and skills and where there is the opportunity for stability and advancement.

Education

Lewis and Clark Community College
Feb 2009-May 2012
Graphic Design – Associates Degree

Alton High School
Graduating class of 2002

Work Experience

Charley's Angels

Title: Photographer

1 Memorial Drive

Alton, IL 62002

Phone: 1-314-479-3179

Manager: Heather Trotter

Responsibilities: Book appointments, pose and photograph newborns, sell packages, make deposits, book keeping, and inventory.

Crabby's Supper Club

Title: Chef / Kitchen assistant

18838 IL Route 4

Carlinville, IL 62626

Phone: 217-854-4440

Manager: Scott Nickell

August 2012 – Present

Responsibilities: Preparing meals quickly and efficiently, to meet standards. Assisting in keeping the kitchen clean, hygienic, and tidy at all times. Stocking/filling as needed.

Macoupin County Enquirer Democrat

Title: Graphic Designer

125 E. Main St.

Carlinville, IL 62626

Phone: 217-854-2534

Office Manager: Mary Ryan

October 2012 - August 2013

Responsibilities: Ad design, design of the newspaper along with design of various special sections for print. Creating/recreating business cards, spreadsheets, and other office needs for clients. Filing, correspondence, and working closely with clients and production in a fast paced environment.

PBC Photography and Creative Cafe

Title: Intern Graphic Designer

128 West Central Street

Bethalto, IL 62010

Phone: 618-377-3100

Owners: Charlie and Jay Meyers

Feb 2012 - May 2012

Responsibilities: Designing promotional fliers, pamphlets and ads for events and photography services. Assist in photo shoots, photo editing, catalog work for easy retrieval. Assist customers with photo editing software.

CVS Pharmacy**Ending Title: Shift Supervisor**

2701 Godfrey Road, Alton

Phone: 618-466-1211

Manager: Billie Yahl

September 2001-Nov 2004 & June 2006- Feb. 2008

Responsibilities: Provide customer service, direct and supervise employees, enforce safety, health, and security rules, train, and evaluate personnel, keeping records, cash handling, opening/closing store, merchandising, and inventory.

Scrapgoods**Title: Laborer**

Benld, IL

Owner: Amy Poos

amy_poos@hotmail.com

December 2004-May 2006

Responsibilities: Align and fit parts according to specifications, examine products, use precision measuring tools or equipment, assemble and fit prefabricated parts, package merchandise, shipping, inventory.

Special Skills

Proficient in Excel, Microsoft Word and Powerpoint.

Skilled in Adobe Dreamweaver with a basic knowledge of HTML, CSS and Flash

Proficient in Adobe Creative Suite (CS5), specifically InDesign, Photoshop and Illustrator

Excellent customer service skills- courteous to customers, handle their questions and issues in an easy-going manner while demonstrating knowledge of the company's products and services.

Team Player- I enjoy sharing knowledge and encouraging development of others to achieve specific team goals.

Planning and organizing- prioritizing work responsibilities in a timely and professional manner. The ability to identify critical tasks, arrange tasks in a logical order, be adaptable and adjust plans if necessary.

References

Heather Trotter (314) 479-3179 Manager for Charley's Angels

Scott Nickell (217) 854-4440 - Manager of Crabby's Supper Club

Eric Cloud (217) 556-5501 - Coworker