

JILL BURNETT

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PERSONAL OBJECTIVE

Looking for a job working with people either in retail or customer service or caregiving settings. I am the type of person who prefers working with the public or a team of co-workers. Enjoy children, the elderly and working with people in general. I have a love for photography, design and communication.

WORK HISTORY

A AND B FIELD SERVICES, Las Vegas, Nevada based 2011-present
Subcontractor for NCCI
Position: Field Inspector/Agent

Responsible watching daily manifest, printing assignments, going into the field and visiting people who are delinquent on their mortgage or other loans. Helping them to turn in loan modifications or set up making payments with the lenders. Also visiting places of business to do inspections asked for by their banks. Filling in all information and entering of pictures on computer

MTA360, Scottsdale, Arizona based 2011-present
Subcontractor
Position: Graphic Designer

Responsible for designing all of the company's advertisements in all locations in the US.

THE ARIZONA REPUBLIC, Phoenix, Arizona 1997-2011
Phoenix's main newspaper
Position: Senior Multi-Media Graphic Designer

Responsible for the design layout, logo creation, creating pictures or photos to put together advertisements for the newspaper, including spec and final to paper print. Also creating marketing pieces for sales reps and flyers, direct mail pieces and advertisements for magazines related to The Arizona Republic. Also created Flash banner ads for azcentral.com. Worked on Multi Million dollar accounts and helped other artists with any needs. Also responsible for accompanying Sales Reps on sales calls to help meet the needs of the customers. Working in CMYK for print, preflighting for transfer to pagination, and using Adwatch software. Also trained in the use of wamnet, adsend, fast channel. Proficient in the creation of PDF's using acrobat distiller. Other software used: Photoshop CS5, Illustrator CS5, Indesign CS5, Acrobat, Flash CS3/4.

DHL, Phoenix, Arizona 1995-2011
Package Transporter
Position: Delivery Driver

Responsible for the daily delivery of packages in an assigned territory. Loading truck and placing deliveries in correct order.

Bethany Community Church, Tempe, Arizona 1993-1995
Daycare and School

Position: Sunday School and Summer Day Camp Coordinator/ Daycare provider also

Responsible for the taking care of children on site and setting up and coordinating programs for Sunday School and the Summer day Camp Programs. Also responsible for taking children offsite on field trips.

Other Customer Service or Retail Jobs

FAYS DRUG STORE - Clerk

AMES DEPARTMENT STORE - Clerk

FRYS FOOD STORES -Clerk

BRIGHTON PIZZERIA - Waitress

Other Childcare

Provided childcare for 7 other children besides my own when off normal work hours.