

# MICHAEL MOYER

853 Flat Rock Road Home: (419) 483-9165  
Bellevue, Ohio 44811 Cell: (734) 308-0385  
michaelmoyer23@gmail.com

## Objective

To find a job that I can make into a career. I'd like to work in a positive and productive work environment. Also, I'd like to find a position that is enjoyable and satisfying for me personally so that I can feel good about what I am doing. Finally, to gain experience in whatever job I may be employed at so that I may broaden my work capabilities.

## Education

Bellevue Senior High School  
200 Oakland Avenue  
Bellevue, Ohio 44811  
(419) 484-5070

- Graduated with a HS Diploma in 1994.

Terra State Community College  
2830 Napoleon Road  
Fremont, Ohio 43420  
(419) 334-8400

- Graduated with an Associates of Applied Science Degree in 1998. Graduated Cum Laude.

## Skills

- Computer Software (including, but not limited to:)
  - Adobe Creative Suite Master Collection
  - Photoshop, InDesign, Illustrator, Fireworks, etc. (PC mainly)
  - Microsoft Office Software
- Graphic Design and Layout
- Production Copier Operation (some troubleshooting)
- Production Color Copier Operation
- Print Bindery Experience
- Data Entry/Capable of Writing Reports/Take Notes
- CD and DVD Duplication/Burning
- Excellent General Clerical Abilities
- Type 50 wpm
- Capable of Lifting Up to 50lbs.
- Valid Ohio Driver's License

## Work Experience

### **North Point Educational Service Center**

*Graphic Arts Assistant*

Oct. 26, 2001 - June 30, 2013

Address: 1210 E. Bogart Road  
Sandusky, Ohio 44870  
Telephone: (419) 627-3900

**Job responsibilities included** graphic design and layout work, production copier printing (both black and white, and color), bindery, some clerical work/desktop publishing, carbonless form work, some printing press work, and various other tasks as needed.

### **The Bellevue Gazette**

*Composition*

December, 1999 - April, 2001

Address: 250 Castalia Street, Suite E  
Bellevue, Ohio 44811  
Telephone: (419) 483-4190

**Job responsibilities included** composition layout work, pasting up copy as it was to be put in the paper, and various other duties. Whatever was called upon me to do.

### **The Tiffin Advertiser-Tribune**

*Ad Department/Classifieds*

March, 1999 - August, 1999

Address: 320 Nelson Street  
Tiffin, Ohio 44883  
Telephone: (419) 448-3200

**Job responsibilities included** creating newspaper ads, helping with the platemaking process, and creating the classifieds section of the newspaper.

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## References

### **John Ruf, Executive Director**

North Point Educational Service Center  
1210 E. Bogart Road  
Sandusky, Ohio 44870  
Work: (419) 627-3905

### **Tammy Robinson, Executive Secretary**

1210 E. Bogart Road  
Work: (419) 627-3911  
Cell: (419) 706-1051

### **Pamela Verhoff**

Bellevue Chamber of Commerce  
110 W. Main Street  
Bellevue, Ohio 44811  
Work: (419) 483-2182  
Fax: (419) 483-4259  
E-mail: chamber@cros.net

### **Karen Pelton**

Extended Family Assisted Living  
754 W. Main Street  
Bellevue, Ohio 44811  
Work: (419) 483-0449