

Crista Singer

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Summary	Driven professional, adept at maintaining client and team member professional relationships, while building continuous loyalty.
Education	1995-2000/West Texas A&M University - Canyon, Texas B.F.A: Graphic Design
Experience	2016-2017/Administrative Assistant-Texas Panhandle Builders Association Duties: Performed general clerical duties to include but not limited to: photocopying, faxing, mail distribution and filing. Coordinates and maintains records for staff office space, phones, company credit cards and office keys. Creates and modifies various documents using Microsoft Office and other applications. 2015-2016/Salesperson & Designer-Legacy Floorcovering Duties: Assist clients in choosing their flooring needs. Provide quotes to clients. Do various behind the scenes work to complete a project. 2015/Life Agent-American Income Life Duties: Determine the clients insurance needs and provide coverage. 2008-Present/Freelance Designer Duties: Keeping in close contact with clients to ensure wants and need are met. Project examples: Wedding invitations & programs, menus, business cards, t-shirts, Christmas cards, posters using personal photography. 2010/Associate Salesperson-Dillard's Duties: Assisted customers and totaled purchases. 1997-2008/Graphic Designer/Creative Services-Anderson Merchandisers Duties: Created designs, concepts, and artistic layouts based on knowledge of layout principles and elements of aesthetic design concepts. Determined size and arrangement of illustrative material and copy. Used typography and design for client advertisements. Prepared illustrations and rough sketches of material, discussing them with clients and art directors to meet targeted objectives. Maintained archive of images, photos, and previous work products. Researched new software and design concepts.
Technical Skills	Mac OS X and PC OS, Adobe CC (Photoshop, Illustrator, In Design, In Copy, Acrobat, etc.), Quark Express, HTML, MS Office Suite, Photography, CIS, Customer Service, Administrative, Social Media, RFMS, 10-key, Typing.
Accomplishments	Designed and implemented a special art project for the American Music Awards. Designed a Point-of-purchase package for the Rising Star Program set in Wal-Mart stores.
References	Chris Rea, Amarillo, Texas - 806.683.6860 Craig Bryne, Amarillo, Texas - 806.341.6097 Raquel Adams, Amarillo, Texas - 806.681.0904