

Claire.Langtry

Creative, hard working, professional, out-going, friendly and compassionate. Enjoys working with both people and technology. Would like to obtain a job that utilizes computer and/or customer service skills.

education

B.A. Art / emphasis graphic design
Minor / women's studies
september 2001- may 2007
san diego state university

applications

Adobe Creative Suite / Illustrator, Photoshop, InDesign
Microsoft Office / Word, PowerPoint, Excel
Knowledgeable in HTML
Digital photography and image manipulation

work experience

september 2007 - present
juniper networks inc. / sunnyvale ca 94089
receptionist, security

Runs the front desk of one of Juniper Networks' Sunnyvale buildings. Enjoys using excellent customer service skills to handle different visitors and employees' daily needs.

march 2008 - present
software development forum / san jose ca 94089

Welcomes guests for speaker events. Performs tasks as needed by SDForum, such as archiving/scanning photos, database entry, and designing conference programs and fliers.

october 2006 - september 2007
san diego state university library / san diego ca 92115
library instruction graphics assistant

Fixed different versions of the library's floor maps and created a consistent system. Made new handout and letterhead templates as well as numerous graphics tasks, such as photography, posters, worksheets, web graphics, new maps, bookmarks and icons.

july 2003 - october 2005
san diego state university faculty staff club / san diego ca 92115
hostess, cashier, other

Prepared lunch buffet for university faculty and staff. Received numerous positive reports and comments regarding customer service.

december 1999 - december 2001
marie callender's / sunnyvale ca 94086
hostess, cashier, server

internet experience

<http://distillers.clairebear.com>

Created and maintained website for favorite band, built entirely in HTML. Receives over 1,000 hits per week worldwide due to successful site promotion.

activities

national organization for women @ san diego state university / NOW @ SDSU
historian, co-president

Served as president from 2006-2007 and learned how to coordinate a student organization, run weekly meetings, build membership, run fundraisers, and plan numerous events.

study abroad

Traveled to Turkey in June of 2006 and traveled to India in December of 2006.

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