

## 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.

*claire langtry*

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