

Katherine J. Odell

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Objective

Graphic Design position allowing detail-oriented layout and graphic skills applied to the production of professional marketing compositions

Education

SALT LAKE COMMUNITY COLLEGE, Salt Lake City, UT

Projected Graduation Date: **May 2012**

AAS, Visual Art & Design, Design Emphasis

☞ Current Art Courses: InDesign Software, Design, Foundation Drawing 1

UNIVERSITY OF UTAH, Salt Lake City, UT

May 2009

BS, Mathematics

Work Experience

THE REVENUE CYCLE NETWORK

October 2010 - Present

Designer

☞ Design logo for software company using InDesign and some Illustrator

UNIVERSITY GUEST HOUSE, Salt Lake City, UT

2007 - Present

Front Desk Supervisor (January 2009 - August 2010)

☞ Manage front desk scheduling, regulate guest high balance charges and credit card corrections

☞ Manage and order convenience store and office supply inventory

☞ Maintain communication between front desk and other hotel departments

☞ Delegate tasks to front desk clerks, support front desk staff with daily operations, help resolve any guest grievances

Front Desk Clerk (June 2007 - January 2009, September 2010 - Present)*

** relinquished supervisor position to work part-time while in school*

☞ Handle front desk calls, make hotel reservations, check guests in and out of rooms

☞ Provide local and campus information, act as concierge, handle cash transactions

SNOW FLOWER PROPERTY MANAGEMENT, Park City, UT

November 2006 - April 2007

Front Desk Clerk (seasonal)

☞ Handle front desk calls, make reservations for condos, transportation, and ski lift tickets, check guests in and out of condos

☞ Act as concierge, handle cash transactions, monitor pool and fitness areas

Qualifications

☞ Knowledge of InDesign software

☞ Familiar with Illustrator and Photoshop

☞ Efficient and competent in use of general office software: Office, Word, Excel, PowerPoint, etc.

☞ Strong communication in person, in writing, and on the phone

☞ Productive working in groups and individually

☞ Very detail-oriented

Foreign Language Proficiency

SPANISH

☞ Conversational in speaking, reading, and writing

References and portfolio samples available upon request.

