

{ANDREW BARTOLOTTA}

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Graphic Designer

Visual Communicator

Discussion Starter

Creative Photographer

Yearbook Editor

Natural Leader

Creative Thinker

Award Winner

Modern Designer

Avid Volunteer

Interior Designer

Vector Illustrator

Photo Enhancer

Idea Investigator

Driven Worker

Conceptual Designer

Team Player

{EDUCATION}

Northwest Community College | Southaven, MS

Working on Associate of Applied Science Degree
Major: Graphic Design Technology
Activities/Honors: College Yearbook Editor;
number one yearbook in the state, Student Recruiters,
Phi Theta Kappa (honor society) recipient

DeSoto Central High School | Southaven, MS

High School Diploma 2009
Activities/Honors: Prom Committee, Student Council;
Senior Historian, Yearbook all four years; Editor 2 years,
Won over 20 state competition yearbook awards including
Yearbook Editor of the year from the Mississippi Scholastic
Press Association, Students Against Destructive Decisions
Vice President, Who' Who among High School Students.

{PROFESSIONAL EXPERIENCE}

FedEx Freight | 461 Winchester Memphis, TN

Supplemental Billing Associate
December 2009 - Present
Duties: Bill freight bills, Attend to dock workers
billing questions. I am skilled in Billing, reading
and interpreting Freight Vocabulary, Road Dispatch,
operating the switchboard and communicating with
customers with lost freight/damaged freight, and
payment information.

Southaven Chamber of Commerce | Southaven, MS

Graphic Designer
Duties: Assisting the Chamber of Commerce in
tending to their graphic design needs and creating
ads for the local businesses to be included in the
annual Southaven Magazine.

{SOFTWARE SKILLS}

- Microsoft Word 2007
- Microsoft Excel
- Microsoft PowerPoint
- Adobe InDesign CS5 and below
- HTML coding
- ACCOPS FXFE Billing Program
- Digital SLR Cameras
- Adobe Photoshop CS5 and below
- Adobe Illustrator CS5 and below
- Computer Troubleshooting
- Internet Researching
- Types an average of 90 wpm
- Mac & PC User

{OTHER PERTINENT SKILLS}

Planning & Leadership - Motivated by deadlines,
Multi-tasking, Problem solving, Great at Organizing
a Staff or Board of peers to get a specific job done by
having the project done before the deadline.

Communicating - Public Relations Experience
working with the Public Relations Department at
Northwest Mississippi Community College, Great Public
Speaking, Very intellectual, great social networking
skills as well as verbal networking skills by developing
web sites for clients and helping them reach out to new
clients and customers.

{PORTFOLIO & REFERENCES}

Available upon request or on my website.