

# AMBER GOSS

Graphic Designer

## Education

### Southern New Hampshire University

Bachelor of Arts | Anticipated 12/2020

#### Graphic Design and Media Arts

- 2019, 2020 Presidents List, GPA 3.973
- Member of National Society of Leadership and Success

### Institute of Technology, Inc.

Trade School Diploma | 04/2005

#### Web & Graphic Design

- Deans List
- GPA 4.0
- Perfect Attendance



## Experience

### Substitute Teacher | Pea Ridge School District | 08/2019-04/2020

Adhere to the curriculum and lesson plans. Assign and explain homework. Comply with all school regulations and policies at all times. Take attendance and document daily notes. Ensure classroom and work is kept clean and orderly. Adapt quickly to a variety of subjects, grade levels and teaching styles. Oversee the normal classroom rhythms and activities

### Specialist II | Walmart Inc. | 11/2014- 11/2015

#### Global Shared Services Payroll Department

Payroll Customer Service Team, high volume contact center, Provides customer service by responding to and resolving customer questions and issues; clarifying information and processing documents to customers, Multi-line phone system, Supports document processing and data management by retrieving information activity from financial systems; recording and ensuring data matches subsidiary ledgers; entering data for payments, deductions, reimbursements and journal entries; copying, organizing, and storing documents and reports

### Family Room Specialist | Apple Inc. | 09/2009- 12/2011

Apple device repair and troubleshooting (small device), Macintosh Computer software instructor, Customer workshop facilitator, Multi-line phone system, Concierge, Product sales, Wireless phone service activation, Customer service, Product display, New product launch.



[amberinn@me.com](mailto:amberinn@me.com)



209-620-3407



[www.linkedin.com/in/amber-goss](http://www.linkedin.com/in/amber-goss)

## Skills

- \* Computer Skills
- \* Photography
- \* Apple Macintosh Software
- \* Adobe Suite
- \* Microsoft Office Suite
- \* Web Design
- \* Apple Small Device Repair
- \* Data Entry
- \* Clerical
- \* Retail Sales
- \* Customer Service