



Christina Atwood

2031 N 12th St. Sheboygan, WI 53081

Cell: (920)946-4227•Email: christinajatwood@gmail.com

Career Objective:

Currently seeking a full-time position as a Graphic Designer, in an environment that offers a greater challenge, allowing me to grow as a successful individual.

Highlights:

- Proficient with Microsoft Office Applications
- Intermediate with Photoshop, Illustrator, InDesign, Adobe Dreamweaver, Brackets, and Lightroom
- Experience with DSLR camera and social media sites
- Basic knowledge with HTML5, CSS and Adobe Audition
- Print layout, Photography Enhancement, Desktop Publishing, Marketing Flyers & Brochures
- Responsive web design
- Excellent oral and written communication skill
- Proven leadership skills
- Proven ability to prioritize and handle multiple tasks in a challenging environment
- Strong attention to detail
- Ability to work in a team oriented environment with exceptional leadership skills
- Very resourceful and learns new tasks quickly
- Highly motivated and dependable

Education and training:

Southern New Hampshire University ~ Online
Graphic & Media Art Design\Minor in: Communications
Bachelor of Arts (expected: August 2018) GPA 3.5

Currently Attending

Olympia Career Training Institute~ Grand Rapids, MI
Medical Assistant\GPA 3.6
*Graduated with Academic and Attendance honors

Diploma-2006

Employment Experience:

Great Lakes Cheese~ Plymouth, WI
Packaging Operator

June 2016-Current

- Communicate to line personnel on daily production issues, changes, and safety issues.

- Operate assigned equipment safely and efficiently
 - Frequent quality checks to assure product is packaged properly per customer specifications on production sheet
- *Safety Committee Member

Kelly Services-Sigma Aldrich Chemical~ Sheboygan Falls, WI September 2013-June 2016

Packaging Operator

Hired on – Sigma Aldrich Chemical~ September 2014

- Set-up and calibrate equipment for operations and troubleshoot equipment problems in a timely manner to avoid any delays and standby time
- Performed KF, UV and particle testing of chemicals to ensure quality products
- Update inventory in SAP database and complete daily production documentation

*Emergency Response Team member

*Fork-lift and electric pallet jack Certified

Lakeland Automotive~ Sheboygan, WI March 2013-September 2013

Internet Sales Consultant

- Respond to customer queries promptly and professionally
- Customer follow-up using Reynold's & Reynolds Contact Manager system
- Notified the IT department of any inconsistencies within the company website

Kohler Co. ~ Kohler, WI July 2012-December 2012

Temporary Flex-force Worker

- Inspected, assembled, and tested quality faucets for leaks
- Packaged products for shipping
- Maintained supplies inventory and ordered supplies as needed

Denny's~ Grand Rapids, MI November 2009-June 2012

Server/Diamond Shift Coordinator

- Serve customers with exceptional service and cash handling
- Run and maintain shifts efficiently and conducting inventory counts
- Monitor cash flow and labor using a POS system

*Certified food and safety manager

Arby's~ Greenville, MI April 2007-November 2009

Shift Manager

- Open and close restaurant, and performing hourly reports along with (EOD) reports
- Assign daily work stations and following up on their responsibilities
- Cash handling, inventory control, and food produce orders