



PROFESSIONAL OBJECTIVE

I am an ambitious, creative, critical thinking team player that would be a hard-working asset to your department. Seeking an opportunity to apply my design knowlegde and competative skills with many design programs in a permanent artistic professional setting. My exceptional attention to detail coupled with my effective communication skills would benefit your team greatly.

EDUCATION

March 2018 – Present
Candidate for a Bachelor of Fine Arts degree –
Graphic Design with a minor in 3D Animation
Southern New Hampshire University, Online Program

August 2003 – May 2007
Bachelor of Fine Arts degree – Illustration
with a concentration in Visual Development
Ringling School of Art and Design, Sarasota, Florida

PROFESSIONAL SKILLS



WORK EXPERIENCE

Florida Department of Revenue, Revenue Specialist II March 2018 – Present

- Utilize the CAMS system to review private parental, child and judicial paper work and update files accordingly.
- Prepare and prioritize incoming confidential documents for task disbursement and resolution analysis.
- Assists the employment team with employment data entry and updating on NewHireDataEntry.
- Keep confidential and private information safeguarded.

Rotech Healthcare Inc., Customer Service Specialist Sept 2016 – April 2017

- Processed orders for medical equipment and conduct invoice tracking regarding HIPAA sensitive documents.
- Assisted training department with internal training concerning software systems, insurance policies and company standards.
- Coordinated communications between patients, physicians and medical institutions for file maintenance and information regarding time sensitive issues.

Walt Disney World Resort, General Teller, Outdoor Foods Oct 2013 – June 2015

- Responsible for issuing, maintaining and reconciling 35-50 in park financial cash register terminals daily.
- Performed daily audits of deposits and closing paperwork for the departmental accounting.
- Conducted inventory reconciliation between general ledger verses financial sales of each terminal.
- Trained new and tenured employees regarding software systems, new products and updated policies and procedures.
- Facilitated new hire training concerning career development and company standards.

THINGS I ENJOY!

