



ALLISON COOPER

ALLISONCOOPER11@GMAIL.COM

419.961.2580

EDUCATION

*BS Graphic Design
Minor Communications
Southern New
Hampshire University
2018*

KEY EXPERTISE

*Adobe CC
Photoshop, Lightroom,
Illustrator, InDesign,
Dreamweaver*

*Microsoft Office
Excel, Word, Publisher*

Canon Photo Products

- **Social Media**
- **Sales**
- **Customer Service**
- **Advertising**
- **Marketing**
- **Management**

SUMMARY

I am passionate about creatively and effectively leading people and team-building. I have experience in Graphic Design, Photography, Advertising/Marketing, as well as Event Planning and Small-Business Entrepreneurship.

Prior Experiences

BUFFALO PUMPS 2015 — PRESENT

*Executive Assistant to Human Resources, Accounting, and Sales
Shipping Clerk*

Manufacturing Timekeeper

*Assistant to Executive Vice President, Senior Accountant,
Human Resources Administrator, and Commercial/Canadian/
Navy Sales. Domestic and international parcel shipping clerk.
Labor/Payroll Timekeeper for union manufacturer.*

AAA OHIO AUTO CLUB 2015 — 2015

Travel Consultant

*Domestic and international travel planning and management,
Triptik routings, cash handling, sales and purchases of foreign
currency, consignment ticket sales.*

SERENDIPITY WEDDINGS & EVENTS 2005 — 2010

Owner / Event Coordinator

*Managed daily operations of a wedding and events planning
company. Ascertained customer needs and wants, while
devising ways to meet those requests. Worked with various
event vendors daily to ensure customer satisfaction and
complete understanding of event-day procedures and time
line. Oversaw and directed highly sensitive events. Designed
and implemented own advertising.*

REFERENCES AVAILABLE UPON REQUEST