

Judy Taylor

PO Box 424 • North Woodstock, NH 03262 • (603) 726-8106 • judyt7@yahoo.com

PROFESSIONAL SUMMARY

A versatile and creative designer, that is organized and adheres to the client's designs concepts with an academic background in web design, web coding and graphic design in print and digital.

TECHNICAL SKILLS

- Microsoft Office
- PC/Mac Knowledge
- Webpage Development
- HTML / CSS
- Adobe Acrobat
- Adobe Creative Suite

EDUCATION

Southern New Hampshire University: Manchester, NH Completion September 2017
Bachelor's Degree in Graphic Design

New Hampshire Community Technical College: Berlin, NH May 2002
Associate's Degree in Computer Technology

EMPLOYMENT EXPERIENCE

Sport Thoma: Lincoln, NH 2010 - Present
Shipping Associate

- Shipped on-line and phone orders up to twenty-five per day
- Receiving, pricing and processing for display up to two thousand pieces per week
- Warranty claim and defect items processing up to thirty per week
- Responsible for processing reports up to fifty-five per week

United Parcel Service: Twin Mountain, NH 1985-2015
Operation Associate

- Updated and maintain Deliver Information Acquisition Device (DIAD) up to thirty per day
- Reviewed pay classification, mileage and time for up to fifty associates per day
- Responsible for high value packages security, tracking and liability from five thousand to fifty thousand dollars up to ten per day
- Customer service management include exception processing, inbound and outbound calls up to seventy-five per day

The Law Office Deanne Chrystal: Lincoln, NH
Legal Assistance

2007-2009

- Responsible for processing and preparing court orders up to ten per day
- Responsible for accounts receivable and payable up to twenty per day
- Responsible for keeping the clients file up to date up to ten per day

Rite Aid: Lincoln, NH
Shift Supervisor

2002-2007

- Responsible for supervising up to five associates
- Responsible for processing cashiers draws up to five per day
- Responsible for processing clients film and digital media up to twenty per day
- Responsible for maintaining the photo machines (film and digital) two per day