

Marisol A. Cervantes
San Antonio, Tx 78210
(210) 531-0630 hm
(210) 862-1488 cell
czyan@hotmail.com

EDUCATION:

San Antonio College 1998-2001
Associate of Applied Science Degree, Electronic Graphics
3.5 GPA, Honors List

EMPLOYMENT:

Studio Gallo 2001
Web Design, answer phones, fax, type, erase Jaz Zips, save data and burned cd's.

Gale Insulation 1999-2001
Processed payroll, accident reports and benefits, trained new employees, input salesmen's bids, ordered supplies and disbursement, tracked drug test results, contacted builders, inventory, certificate of insurance, warranty letters, forwarding work order problems, logging and tracking PO's, scheduling and setting up jobs, 10-key, accounts payable, mail out, fed ex, faxing, coping and use of multi-line phone.

Dillard's North Star Mall 1991-1993
Displaying merchandise on the floor, setting up displays, customer service, opened and closed register, took inventory, supervised when needed and customer service.

PART-TIME EMPLOYMENT:

USAA	1999	Accounting
Project Stay	1998	Receptionist
M&M Mars □	1996	Customer Service
Lehigh Safety Shoe Co.	1995	Receptionist / Accounting

SKILLS:

Proficient in Drawing, Design, Art History and Photography. Photoshop, Illustrator, Lightwave, Director, Sound Forge XP, Premiere, Dreamweaver and Word.
MAC and WINDOWS.
Bilingual