



MARINA  
SLAVEN

INFO



**Name**  
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ABOUT ME

Education and self-development focused individual looking to enter the professional environment in ways that will utilize and/or further develop my fast-learning skills, attention to detail, and desire to grow.

WORK EXPERIENCE

**Sales Coordinator**

*United Trailers - Bristol, IN*

*August 2016 to Present*

- Collaborative Work with Sales Representatives
- Generate Quotes and Orders
- Handle Customer Inquiries
- Back-Up Shipping Coordinator
- Maintain and Create Marketing Materials

**Department Group Leader**

*PROAIR, LLC - Elkhart, IN*

*February 2015 to August 2016*

- Trained assembly line employees on building heaters and A/C units
- Built high-end, after-market air conditioners
- Made suggestions on process sheets to improve production
- Facilitation of team-oriented work environment
- Trained in Administrative Support

COLLEGE EDUCATION

**Indiana University Purdue University of Indianapolis and Southern New Hampshire University**

B.A. in Graphic Design with a Web Design Concentration

*Pending Completion in October 2019*

SKILL SUMMARY

- Communication Skills
- Training Employees
- Microsoft Office
- Directing Calls
- Developing Projects
- Organizational Skills
- Group Leader
- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Adobe Dreamweaver
- Data/Order Entry
- Hand Tools
- Following Process Sheets



marinanychole