



Sheenah Pedersen
8030 SW Avery Street #228
Tualatin, Oregon 97062
503-692-2925
sheenah@seahat.com

Experience:

Apple One

Portland, Oregon
January 2004 - Present
Administrative Assistant and Receptionist for Kent Landsberg.

Morning Star Graphic Design & Typesetting

Enid, Oklahoma
October 2002 - October 2003
Independent Contractor doing graphic design and typesetting for local printer shops and clients. Personal attention for clients. Flexible hours and will travel to meet clients at their convenience. I have very quick turn around on jobs and a great understanding of the industry.

Cromwells, Inc.

Enid, Oklahoma
January 2002 - August 2002
Typesetter for Cromwells, Inc. and its subsidiaries, Printing Impressions and Retail Mail. I did very efficient and creative design solutions for many quick and special occasion printing jobs for Printing Impressions. Very exacting reproductions of grain industry scale tickets.

Washington Association for the Education of Young Children

Kent, Washington
May 2001 - December 2001
Provider Assistant answering phones from child care providers and answering their questions about state requirements for their education. Produced and wrote for a newsletter for licensors and other state workers keeping them up to date on changes in the industry and laws. Helped plan a conference for childcare trainers

Target

Redmond, Washington
January 1998 - April 2001
Cash Office counting previous days sales and checks and balancing with location total. Ordering money and handling valuable lost and found items. I also worked at the Guest Service desk doing returns and exchanges. I was a cashier and supervised the cashiers when necessary.

Education:

Studied Advertising Art at Seattle Central Community College - Seattle, WA - 1993
Graduated from Spring Vale Academy - Owosso, MI - 1992

Skills:

Graphic Design & Layout	Scan and Manipulate Art
Great Customer Service Skills	Photocopy Machine
Computers - IBM & Macintosh	Fax Machine
Type 40+ wpm	Postage Machine
10-Key by touch	Multi-line Phones
Software: Access, Photoshop, Pagemaker, Quark, Microsoft Suite and more.	

References:

Eric Bahme 503-885-2504 Pastor/Regional Hotel Manager	Martin Brock 580-233-8300 Therapeutic Foster Care Coordinator
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