

### **CHRISTINE STEILE**

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**Seeking a position in Computer Graphics with an emphasis in Web Design**

### **EDUCATION**

Adelphi University, Garden City, NY  
Certificate of Completion, Web Design, 2000

Preston School of Art and Design, New York, NY  
Bachelor of Fine Arts, 1998  
Concentration, Computer Graphics

### **Accomplishment**

As one of Preston's web project leaders, guided a team of student Webmasters recruited to design the school's

125-page website. Successfully optimized the site, achieving top 10 placements in all major search engines.

### COMPUTER PROFICIENCY

#### Platforms

Macintosh; Windows NT/ 2000

#### Web/ [Graphic Design](#)

Adobe Photoshop; Illustrator; Premiere, Quark Express; Flash, Java Script; Dream Weaver, Macromedia Director;  
Front Page; HTML

#### General Software

Word, Excel, PowerPoint, FoxPro, Outlook, Easy Mail SMTP Express

### EXPERIENCE OVERVIEW

- Managing customer service and office support functions within banking and retail sales environments.
- Efficiently processing orders, invoices, and job orders.
- Streamlining workflow efficiencies and training others.
- Interfacing between customers and vendors exercising strong follow through and problem solving skills.

- Maintaining account information on data tracking systems.
- Contacting merchants and financial institutions to investigate and resolve transaction disputes.
- Monitoring and reconciling account discrepancies.
- Receiving numerous employee recognition awards.

### GRAPHICS/ WEB DESIGN

#### **Internship Experience:**

Produced designs that captured the essence of marketing identities. Demonstrated an eye for color, shape, size, texture, and layout in the creation of promotional materials:

- COMMERCIAL WEBSITES
- E-PORTFOLIOS
- ELECTRONIC GREETING CARDS
- BANNER ADVERTISING
- ONLINE NEWSLETTERS
- MAGAZINE LAYOUTS
- CORPORATE LOGOS
- BUSINESS CARDS
- BOOK/CD COVERS
- BROCHURES

#### **Academic Experience:**

Completed extensive mock projects that incorporated the use of HTML, dynamic databases, templates, images, audio clips, and animation to create online and print materials.

### WORK HISTORY

Account Analyst, Montgomery Bank, Hauppauge, NY, 10/96 – Present

**Intern**[Graphic Design](#), **Dream Designs**

, Commack, NY, 4/97 – 10/97

Customer Service Representative, Fashion Frenzy, Huntington, NY, 9/95 – 4/96

Customer Care Associate, Precision Watches, Hauppauge, NY, 9/92 – 9/95