

Tania Arechiga

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OBJECTIVE

Motivated individual seeking a position within the Graphic and Web field that will utilize my strengths and promote growth.

EDUCATION

Bachelor Degree of Media Art Web (2011)
Platt College San Diego, CA
Dean List

SUMMARY OF QUALIFICATIONS

- Dedicated WebDesigner
- Creative and goal oriented
- Very well organized with ability to multi-task, and manage time efficiently
- Critical thinker
- Problem-solver
- Enthusiastic
- Great team player with strong communication skills

DIGITAL KNOWLEDGE AND SKILL

Proficient in PC • Adobe Creative Suite CS5 • Photography • Indesign, Photoshop, Illustrator, Flash • XHTML, CSS, JavaScript, jQuery, PHP, Dreamweaver, Wordpress • Photo retouching & compositing, color correction • Drawing & Painting

WORK EXPERIENCE

DWH I,LLC | (2008-2011)

Office Assistant

- Receptionist and Customer Service
- Accounts Receivable
- Accounts Payable
- Mailing Room

Paragon Steakhouse (2006-2008)

Accounting Supervisor / Receptionist Assistant

- Perform and Solved Multiple and Unique Projects
- Answered Multiple Lines Phone
- File Daily Accounting Documents
- Process In and Out Mail
- Assist Six Accountants with their needs in order to accelerate procedures