



Michael Edelin
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Objective

To obtain a part-time job as a graphic designer, while attending college at Delaware Technical & Community College-Terry Campus.

Work Experience

Applebee's of Dover
January 2011-May 2011

Worked as a host/busser. Duties included greeting customers, seating customers, coordinating seating chart, bussing tables, running food, providing great customer service, and upholding the company name the best way possible.

McDonalds of Dover-Crew member
August 2010-December 2010

Work as cashier and drive thru associate. Duties include handling money (cash and credit/debit transactions), cleaning, taking orders, restocking, and providing quality customer service.

Methodist Manor House- Food Server
December 2008-August 2010

Served food to residents in the facility. Duties included cleaning, preparing food, and catering events. Providing exceptional customer service to all visitors.

American Cancer Society-Volunteer Work
August 2009-May 2010

Worked with client from ACS. Duties included setting up print jobs, designing any needed documents, and planning events.

Bundle of Love Childcare-Volunteer Work
August 2008-Present

Day to day childcare activities with children in the

facility. Duties include preparing meals, typing any needed documents, designing documents, cash transactions with parents to pay for childcare, preparing receipts, and cleaning facility.

Education

Sussex Technical High School Graduated 2010
Technical Area: Digital Publishing & Print Design (3 ½ years of study). Work included printing, typesetting, copying, laminating, and designing printed products on computer.

Delaware Technical & Community College-Dover August 2010-Present
Major: Advertising Design-Visual Communications.
Work includes printing and designing printed products on computer.

Skills

Typing speed is 77 wpm

Certifications:

- Certified in Introduction to Graphic Communications
 - Certified in Digital File Preparation & Output Presented from PrintEd certification program
- Both certifications equal to 6 months on the job training

Skilled In programs such as:

- Adobe InDesign -Adobe Illustrator
 - Adobe Photoshop -Adobe Reader
 - Microsoft Office -Mac or PC Based
- 3 ½ years of study and experience within printing and working with computers (Digital Publishing & Print Design). Including copiers and scanners

(Continued on page 2)

Contd.

References

Denise Miller
Graphic Arts Instructor
Sussex Technical High School
Known for 4 years
(302) 856-0961

Gemez Tull
High School Counselor
Sussex Technical High School
Known for 4 years
(302) 856-0961

Laura Martin
Sr. Income Manager
American Cancer Society
South Atlantic Division
Delmarva Region 12
304 South Bay Drive
Ocean City, MD 21842
410-250-4426, work
410-250-4117, fax
Relation: Recent Client, known for 1 year

Catherine Ross
Bundle of Love Childcare
609 N.Cannon St.
Bridgeville, DE 19933
(302) 337-3192
(302) 228-1913, cell
Relation: Volunteer leader