

Sabrina McNeilly

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OBJECTIVE:

To obtain a position with a respected design company in the community.

EDUCATION:

The Art Institute of Raleigh-Durham –
Bachelors of Graphic Design

DESIGN WORK

Massage Envy Graphics

Created informational booklets on therapist backgrounds and qualifications

Church Start up

Involved in the start-up of a new church, Open Arms Fellowship, working on the marketing and design committee, creating collateral for all church needs

Volunteer for Duke Hospital

worked in the touchable art gallery assisting guest with nonvisual experiences with art.

SKILLS :

Mac OS , Microsoft Office Suite, Adobe Creative Suite, Millennium software



EXPERIENCE:

Guest Service Coordinator

Massage Envy, Briar Creek-Raleigh
(March 2010- March 2012)

Providing service to clients by answering phone calls, setting appointments, greeting clients upon arrival and selling memberships. Assists in maintaining professional front desk and reception area. Assists in administrative tasks including filing, member folder maintenance, and data entry of client records and surveys. Assists in maintaining cleanliness of therapy rooms, common areas and storeroom.

CSR, Summer and Vacation Camp Counselor, Birthday Hostess

Wheels Family Fun Park, Durham NC,
(August 2004- September 2006)
(March 2008- March 2010)

Worked in the camp with school aged children, responsible for a full day of activities and meals, booking parties, Set-up for party, served party, closed out party w/patron. Worked several other areas of business such as telephone answering for customer questions and bookings, pro-shop sales, skate rental, and snack bar. Operated the cash register at all areas. Also operated several other appliances/machines as needed.

Customer Service Clerk/ Cashier,
Claire's (Feb 2008- Jun 2008)

Serve customers; pierce ears, operated cash register and other appliances/machines as needed.

Customer Service Clerk/ Cashier,
Sportsland, (Nov 2007-Jan 2008)

Served customers, operated cash register and other appliances/machines as needed.

Customer Service clerk/Camp Counselor/Birthday hostess,
Glazetopia Studios,
(March 2007-Sept 2007 Business closed)

Work with walk-in customers to paint pottery, Plan/Implement activity for Summer camp program, Book parties, set-up for party, serve parties, closed out parties w/patron. Open/close business as needed by owner. Help with flyers for upcoming event.

Ice cream clerk,
Marble Slab Creamery,
(Oct 2006-Feb 2007),

Served customers, operated cash register and other appliances/machines as needed. Left position for an increase in salary at new business.