



Ashley Waters

Experience

Administrative Assistant

HL Precision Machining - Champaign, IL
April 2010-Present

- Manage phone lines, customer inquiries, and foot traffic
- General Accounts Payable & Receivable duties
- Convert shop drawings to digital formats
- Miscellaneous design projects as needed

Clinique Beauty Advisor/Salesperson

Macy's - Carbondale, IL
June-December 2009

- Educated customers about products and assisted in finding products to suit their needs
- Set up and organized merchandise displays
- Completed cash and credit transactions

Freelance Graphic Designer

2007-Present

- Created company logo for Paint-Tech LLC
- Designed posters and t-shirts for the So Ill Improv Comedy Festival in Carbondale, IL (2007, 2008, & 2009)
- Designed posters for various bands, shows, and events

Design Engineer/Receptionist

CDI Corporation - Decatur, IL
January-August 2005

- Assisted in the design process of mechanical parts for CAT machinery
- Answered phones, entered data for projects

Education

Bachelor of Fine Arts
Industrial Design Concentration
Minor in Art History
Southern Illinois University
Carbondale, IL

AutoCAD Certificate
Richland Community College
Decatur, IL

Professional Objectives

To partner with a team of people striving for excellence through the open exchange of ideas and creative solutions. Desire an environment where positive, creative ideas are encouraged and harvested.

Personal Assets

Effective at managing multiple projects and communicating with customers & team members for desired results.

Well organized and detail-oriented when working on complex projects.

