



Charity Rose Berglund

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Experience

Graphic Coordinator: Sign-Zone Inc.; Ramsey, MN June 2013 - present

- Create and modify proofs to ensure products conform to client's vision
- Strive for the highest quality of work, resulting in a client satisfaction rate of 99.97%
- Evaluate artwork and suggest revisions to meet client's needs and expectations
- Collaborate with co-workers on various design and software challenges

Technical Support: Bemidji State Academic Technology Center; Bemidji, MN January 2009 - May 2013

- Trained new employees and coordinated equipment set-ups
- Assisted instructors with on-the-spot classroom technical support
- Implemented and managed new employee job tracking systems

Waitress/Cook: Giovanni's; Bemidji, MN October 2008 - May 2013

- Showed flexibility and adaptability in response to changing circumstances
- Provided prompt, friendly service to customers
- Demonstrated willingness to take on duties outside of job description

Education

Bemidji State University:

- B.S. Design Technology
- Specialized in Print, Electronic and Exhibit Design
- Minored in Computer Science with web emphasis
- Cumulative GPA: 3.54

Skills & Achievements

- Proficient in Adobe Photoshop, Illustrator and InDesign CS3 - CC2015 as well as formZ
- Workable knowledge of 3DS Max, Adobe Dreamweaver and Adobe Flash CS3 - CC2015
- Comfortable coding HTML, CSS, and PHP
- President's List - 2 semesters
- Dean's List - 6 semesters
- Designed tickets for local theater production - *Out of the Hat*
- Participant in EDPA mentorship program 2012 - 2013