

# Melanie Shannon

58213 Caliente St ♦ Yucca Valley CA 92284 ♦ (760) 217-1065  
[mrsmelanieshannon@yahoo.com](mailto:mrsmelanieshannon@yahoo.com) ♦ [www.melanie-creations.com](http://www.melanie-creations.com)

---

## GRAPHIC DESIGN

### QUALIFICATIONS

- ♦ Extensive experience in the management, development, operational maintenance and administrative functions.
- ♦ Extensive proficiency in marketing, and client retention.
- ♦ Develop and maintain organizational and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve executive objectives.
- ♦ Proficient in Windows OS, MS Office Suite, Adobe Design, InDesign, Illustrator, Flash, Photoshop, Dreamweaver, Acrobat, HTML, Java Script, and eCommerce.

### PROFESSIONAL EXPERIENCE

MELANIE CREATIONS - Yucca Valley, CA

2001 to Present

#### **Proprietor, CEO**

- ♦ Independently engineered and established community based company providing graphic and web design services
- ♦ Acquire clients, collaborate and consult for image creations, illustrations and web design
- ♦ Develop newsletters, brochures, menus, business cards, logos, catalogs covers, and billboard illustrations
- ♦ Planning and coordinating marketing plans
- ♦ Administer invoicing and billing processes
- ♦ Purchase and implement all office software
- ♦ Charitable community donations and volunteering
- ♦ Managed and updated local clients

WAL-MART INC. -Yucca Valley, CA

1995-2002

#### **Department Manager/Training Coordinator**

- ♦ Impacted store sales through exceptional customer service, product knowledge and merchandising.
- ♦ Raised store moral by implementing a training program to impact departmental sales throughout the store.
- ♦ Hiring, supervising, training, scheduling a staff with responsibility for performance evaluations
- ♦ Overseeing customer service, accounting, auditing, inventory control and order fulfillment for departments with sales of up to \$1 million annually.

### EDUCATION

Copper Mountain College -Joshua Tree, CA

**Associate's Degree in Computer Information Systems, 2011**

Graduated with Academic Distinction

Alpha Beta Gamma Honor Society

\* References available upon request.