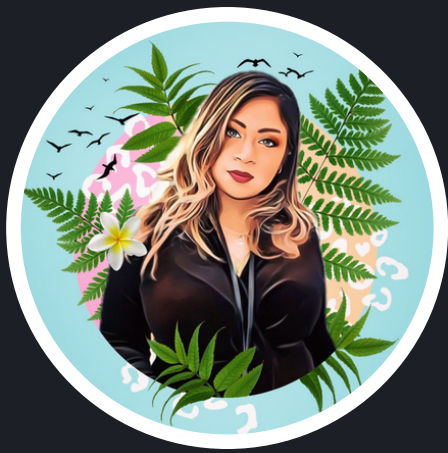


BEVERLY CHETRAM

GRAPHIC DESIGNER/ ARTIST



CONTACT



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linktree.com/bevxd
<https://beverlychetram01.wixsite.com/beverly-chetram>



South Ozone Park, Queens, NYC

SKILLS

- Adobe Program
- Training
- Effecient
- Social Media Oriented
- Time Management
- Leadership
- Verbal & Written
- Communication
- Microsoft Office
- Merchandising

ACCOMPLISHMENTS

- Debuted BevLeePinz in 2019 at Pins&PatchesNYC. Hosting and representing the brand.
(04/2019,05/2022, 08/2022)

ABOUT ME

I am a college senior within New York City College of Technology. I am studying Communication Design and Advertising Art. I am a freelancing crafter & artist seeking to build and grow my skills amongst all aspects of design & marketing.

EDUCATION

CUNY NEW YORK CITY COLLEGE OF TECHNOLOGY

Bachelor's Degree in Communication Design Expected June 2023
Associates Degree in Communication Design June 2021

JOHN ADAMS HIGH SCHOOL, NY

High School Diploma, Jan 2014

WORK EXPERIENCE

Small Business Owner | BevLeePinz

April 2019 - Present

- Craft & Prepare accessories & etc of products for resale.
- Manage all art and supply needs towards brand, including products, material, packaging, marketing.
- Design & Photograph all marketing, physical & digital prints & product material.
- Network & host a table representing the brand within events such as conventions; Creating an attractive booth & comfortable environment for customers to approach.
- Handle and manage all money transactions via cash, SquarePay(debit,credit), Apple Pay, Zelle, CashApp, Shopify.

Boutique Specialist | International Shoppes, Hudson News Group - JFK

February 2016 - March 2020

- Provided quality customer service to all passengers within stores & specialized in product knowledge and merchandising amongst fashion to luxury brands such as Bvlgari, Hugo Boss, Salvatore Ferragamo, Michael Kors, Tag Heuer, Mont Blanc, Victoria Secret, etc.
- Merchandised store displays to maintain a store environment visually appealing and optimized for equipment promotions.
- Expertise in business administration, record keeping, planning policies, procedures, researching, scheduling and related responsibilities to ensure productive operations.
- Open/Close store including opening/closing of POS terminal and delegating staff daily tasks.
- Supervise and train associates on store procedures, routines, product knowledge, and register POS system.

Teen Net Mentor, Page, Volunteer | Queens Public Library

October 2011 - July 2016

- Process print and non-print library materials to prepare them for inclusion in library collections.
- Trained part time associates and volunteers.
- Supervise and maintain computer stations and any in-house electronics such as laptops, tablets, printers.
- Provided clerical and administrative support by performing processing tasks such as data entry, scanning, mail sorting, filing, printing, taxing, billing, collections, payments, account receivables, and several similar duties.
- Maintain and troubleshoot problems with library equipment including computers, photocopiers, and audiovisual equipment.
- Host/Assist with library programs and displays.
- Catalogue and sort books and other print and non-print materials according to procedure, and return them to shelves, files, or other designated storage areas.