

Cheries Carrabon



Brooklyn NY 11213



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CHERIES. adj. business minded, detail obsessed, solution oriented, creative, strategic thinking ability, strong team work skills, organized and time management conscious. Proficient in Mac OS and MS Office. Extensive knowledge of Adobe Creative.

Experience **Receiving Manager**

Union Market

08/06- present

- Supervises the receiving and unloading of shipments
- Match carton counts to packing slips or invoices
- Follow up on credit requests with shipping vendors
- Maintain receiving logs

Photography Agency Intern

Keiko Represents (Photographer's Agent)

09/06 -11/08

- Collaborated in cold callings to prospective clients
- Kept agency database neat and organized
- Administration and general office tasks
- Kept up with photographer's portfolios updates
- Assisted with the organization of agency's related events

Web Graphic Design Intern

Spiceview LLC

06/06 - 08/06

- Planned site design by clarifying goals; designing functionality
- Created back up files
- Designed sites logos and graphics

Web Graphic Design Intern

Entertainment Image Consultants

02/06 - 05/06

- Designed website design templates and website graphics utilizing Photoshop
- Designed logos for SEO sites

Education **New York City College of Technology**

Bachelor of Technology

Major: Communications Design

Graduating: June 2018

Hunter College

Certificate

Major: Marketing

Graduated: June 2015

Kingsborough Community College

Associates of Applied Science

Major: Graphic Design and Illustration

Graduated: June 2006

Skills

Ps Id Ai Word Xcel