

718-662-6211  
GABBY.LEDEE@AOL.COM  
WWW.BEHANCE.NET/GLEDEE

## OBJECTIVE

I am looking for a job in the graphic design field, where I can broaden my skills. I am a hardworker and a fast learner. I am skilled in both Adobe and Microsoft programs, along with basic computer skills. I have the ability to get projects done and make deadlines.

## EDUCATION

New York City College of Technology; Bachelors of Technology. Expected graduation is June 2017.

## SOFTWARE

Adobe InDesign, Photoshop and Illustrator. Microsoft Word, Powerpoint and Excel. Some experience in HTML and CSS

## FREELANCE/DESIGN EXPERIENCE

### METROPOLIS DESIGN AND RENOVATION CORP. 09/2016 to Present

- ▶ Created the brand identity for this new company, including the logo, business card, letterhead and envelope

### ROBERT PERSAUD PHOTOGRAPHY 08/2016 to Present

- ▶ Created the new business card, along with the stationery and envelope

## OTHER EXPERIENCE

### SCRIPPS NETWORKS INTERACTIVE LEGAL AFFAIRS INTERN 2/2014 TO 8/2014

- ▶ Coordinated the electronic filing of legal documents into a document retention system
- ▶ Assisted with the preparation and issuance of cease and desist letters
- ▶ Created spreadsheets and track data

### CASHIER

- ▶ CVS Pharmacy – 04/2013 to Present
- ▶ Au Bon Pain – 08/2011 to 03/2012
- ▶ Statue of Liberty Deli – 08/2010 to 08/2011
  - ▶ Greeted customers, handled money, friendly customer assistance
  - ▶ Efficient in using newer and touch screen registers, but a fast learner

## REFERENCES

References are available upon request.

GABRIELLE LEDEE