

# Mark Luczak

190 West 152nd Street, New York, NY 10039

Mobile: 646-709-1144

luczak.mark@gmail.com

## Objective

Seeks a challenging and rewarding career which utilizes my strong interpersonal skills. I would like the opportunity to improve my skill-set in the graphic design industry.

## Experience

### **Operations Aide      New York City College of Technology      January 2012- May 2012**

Worked under direction of Supervisor to assist new and continuing students with college orientation. Worked as a liaison for instructors and students to schedule tutoring and library resources. Extensive telephone, written, and verbal communication to ensure smooth daily operations.

### **Office Assistant      New York City Department of Youth      June 2004-September 2004**

Extensive clerical and organization skills employed in daily operations of the office. Point of contact for managers and staff. Time management skills imperative to successful goal achievement. Likewise, task management and open communication with management and staff.

## Education

### **New York City College of Technology      September 2010- Present**

Pursuing Bachelor's degree in rigorous course of study in Communication Design in Illustration. Visual and artistic skills paired with task-oriented teaching staff to meet deadlines and quarterly performance reviews. Full course load taken while maintaining 3.0 GPA.

## Skills

Customer Service  
Time Management  
Organizational Skills  
Planning and Scheduling  
Proficient in Microsoft Word, Excel, Outlook and Publisher  
Familiar with Adobe Illustrator, Photoshop and InDesign  
Basic understanding of HTML  
Fluent in Polish

***References Available Upon Request***