



Contact

ZHANA E DALE

347.781.0730

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Profile

Educated in communication design, specializing in graphic design, fashion and advertising. Excited to continue growing experience in the graphic design industry. Able to work independently and with a team to achieve the desired goals of the company.

Skills

Adobe Software

Adobe PhotoShop

Adobe Illustrator

Adobe Indesign

Computer Software

Microsoft 2020 Word

Microsoft PowerPoint,

Google Docs, Google Slides

EDUCATION

New York City College of Technology

2017 - Present

Communication Design Major

Graphic Design/Advertising

EXPERIENCE

K.B. Services Income Tax Prep

1/2013 - Present

Secretary/Assistant: Maintain daily status of all individual income taxes: Federal & New York State. Responsible for mailing out client information and payment information. Liaison between client and tax preparer regarding tax personal tax information. Organize client filing system, Answer phones: General Office Duties. Seasonal Support (Income Tax) Designed logo and brand identity for company.

Foodtown

10/2019 - 03/2021

Cashier: Assistant to Payroll Manager, Cash & Debit transactions on custom purchases, Trained New Staff for register transactions, Customer Service - Daily interaction Depositing W.I.C checks and handling purchases. Support with restocking inventory

Summer Youth MMCC Day Camp

07/2017 - 08/2019

Summer Counselor/ Group Leader: Kept track of daily attendance of employees and campers. Supervised campers ages 4-7, Maintained child safety for campers in group, Facilitated art lessons & activities for campers. Tutor Homework help for campers who attended summer school.

Barneys New York

07/2016 - 06/2017

Internship-Fashion Industry High School - Office Assistant:

Shipping & Receiving Dept Customer Service- Finding numbers for sale associates or customers, Answering phones, Organizing Files: Sales receipts, maintained all identification documents for all online purchases, Posting upcoming shipping merchandise and estimated time of deliveries