



TARYN



ALEXANDER

601 North Upland Avenue | Metairie, La 70003

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{ S K I L L S }

Excel, Word, Outlook, Entourage, Telephone Reception, Customer Service, Internet Research, Written Communication, Typing, Strong Organizational and Analytical skills, Excellent Interpersonal skills.

{ E M P L O Y M E N T }

Leasing Agent, Riverlake Properties, L.L.C | 02/06- Present

Michael Mansell, Property Manager | 504.324.4671

Provide administrative support such as answering telephones, assisting customers, and resolving and referring a range of administrative problems and inquiries. Operate personal computer to compose and edit correspondence and memoranda from dictation, verbal direction, and from knowledge of established department policies; prepare, transcribe, compose, type, edit, and distribute agendas. Using my background in design, aided in exhibiting and marketing apartments through both print and electronic media.

Production Manager, Raised, Inc | 05/02-08/05

Printing company specializing in thermograph and spot color printing. Aided in design of various projects including: business cards, letterhead, flyers, pocket folders and more. Operated and maintained A.B. Dick Polyester Plate Maker in the changing of chemicals and light sensitive material. Assisted in bindery production using the saddle stitcher, table top folder, burning and developing plates, padding and packaging of various jobs for customers. Created, maintained and upgraded a peer to peer network in both OS 9 and OS X. Upgraded entire facility to OS X (10.1 and then to 10.2 Jaguar). Continually upgraded facility from Mac G3s to G4s, and controlled all supplies for the prepress department. Organized and created the workflow from prepress to printing and completion. Assisted with maintenance of web site. Customer service responsibilities included waiting on customers, handling of commercial accounts, resolution of customer disputes, making sure jobs were delivered on time.

{ E D U C A T I O N }

Delgado Community College

Applied Science in Graphic Design (05/2008)

Additional Professional and Freelance References upon request.