

DEBORAH LES

CAREER OBJECTIVE

My objective is to utilize my graphic design, administrative and business expertise to promote the growth of the company with the opportunity for advancement.

SUMMARY

- Experience working in diverse office environments.
- Quick to learn and can easily adapt to new software and challenges.
- Loyal and dependable – Results motivated to get the job done efficiently and timely.
- Cost conscious to help save money when ever possible.

ACCOMPLISHMENTS:

- **EDSCHA North America**- Receptionist and Administrative assistant for support for Human Resources department and others. Greet and assist visitors to office. Maintain lobby appearance, kitchens and executive meeting rooms. Updating company phone list and meeting calendars. Intranet phone list update. Sent packages through Federal Express, UPS or DHL. Kept inventory of supplies and ordered items for the supply room and kitchens as needed. Utilized my graphic design skills when needed for Tech Show invitations and posters also monthly flyers for company meetings.
- **LW MARKETWORKS**-Managed business offices and organized accounting procedures of accounts payable and receivables in QuickBooks. Set up filing systems and researched economical solutions which resulted in many process improvements and significant cost savings. Developed graphics when needed for publication print and updated the website as needed.
- **FEDERAL APD**-Assisted the marketing manager by helping to develop new business proposals. Coordinated and designed collateral items for special events and trade shows. Hired vendors for print and specialty items, designed and purchased displays, designed and produced large transparencies. Designed logos and software packaging to help organize the company's national distributors. Updated company website for changes in graphics and copy. Proofread and edited press releases, designed and produced monthly newsletters, product documents and other materials for ads and information brochures.

1998-2009 - Companies Contracted or Hired

Freelance Designer/Illustrator- Various Companies **6/2002- 6/2003 then 10/2006 -7/2007**
Edscha North America – Pontiac 8/2007-11/2008 Receptionist/ Administrative Assistant (Contract)
Powers Distributing, Orion-2005-2006 - Graphic Designer (Employed) Laid Off
LW Marketworks, Bloomfield Hills – 2003-2005 -Office Manager (Employed) Left
HR Block Financial Services, Detroit 6/2001-5/2002 - Designer (Employed) Laid Off
Federal APD, Novi -1998-2001 - Advertising Coordinator (Employed) Left

Past Employment and positions held:

Delphi -Technical Illustrator
EDS – Web/graphic designer
Flint Journal News - Graphic Designer

OTHER ACHIEVEMENTS:

- Designed and published websites for various clients.
- Illustrated for the Detroit Zoo and many other clients including local celebrities.
- Illustrated for Concours d' Elegance, print items used for events including sponsors such as Chrysler, GM and Ford.

EDUCATION:

2000 - 2003 - Marketing Major, Oakland University
1995 - 1997 - Associate Degree - Oakland Community College
1969 - 1972 - Commercial Art Major, Ferris State University