

# Sandra J Shelby

## Visual Communications

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[www.SJS-Designs.com](http://www.SJS-Designs.com)

### Objective:

To obtain a position in the field of Visual Communications utilizing my skills and education in graphic designs, print media and advertising, and illustrative art.

### Software Skills:

- ☞ Adobe Illustrator CS
- ☞ Adobe Acrobat 7.0 Professional
- ☞ Microsoft Word 2003
- ☞ Adobe InDesign CS
- ☞ Macromedia Fireworks MX 2004
- ☞ Microsoft Excel 2003
- ☞ Adobe Photoshop CS
- ☞ Macromedia Dreamweaver MX 2004
- ☞ Microsoft Publisher 2003
- ☞ Adobe ImageReady CS
- ☞ Macromedia Flash MX 2004
- ☞ Microsoft PowerPoint 2003

### Design Experience:

- ☞ Designed logo and developed marketing/advertising campaign for grand opening of Javanet Café.
- ☞ Developed marketing campaign for new energy drink, Spark. Included product design, posters, and web banner.
- ☞ Designed multiple magazine pages, spreads, and cover for Art Esteem Magazine.
- ☞ Designed informational live web site for Sun & Sand Vacations, a travel agency.
- ☞ Designed fully functional web site for The Green Garden, a landscaping business.
- ☞ Designed, edited, and published monthly family newsletters for the USS Kitty Hawk.

### Education:

**Bachelor of Fine Arts, Visual Communications / Digital Design** Completed May 2006  
American Intercontinental University Online • Hoffman Estates, Illinois  
GPA 4.0 • Summa Cum Laude

**Associate of Arts in Liberal Arts** Completed November 2004  
Saint Leo University • Key West, Florida  
GPA 3.797

### Awards:

**The National Dean's List** 28<sup>th</sup> Annual Edition • 2004-2005

### Employment History:

**USS Kitty Hawk • Yokosuka, Japan** Feb 2004 – April 2006  
**Command Family Ombudsman**

Volunteer position, appointed by the Commanding Officer.

- ☞ Served as a liaison between command leadership and Navy families, keeping the Commanding Officer informed of general morale, health, and welfare of the command's families.
- ☞ Communicated regularly with command and command family members by telephone, email, personal contact, and monthly family newsletters.
- ☞ Served as a source of information for emergency, crisis, and every day situations and provided referrals to family members in times of need.
- ☞ Attended monthly ombudsman assemblies to gather information from base commands and local representatives. The ombudsman assembly was a forum for policy discussion and for sharing and exchanging ombudsman related information and practices.

- ☞ Attended monthly ombudsman advanced training sessions. Advanced training included topics such as crisis response and management, recognizing stress/burnout, handling grief, suicide prevention, and deployment issues. Advanced training also included information and instruction provided by Navy-sponsored organizations, such as Navy and Marine Corps Relief Society, American Red Cross, Family Advocacy Program, and Fleet and Family Support Center.
- ☞ Designed graphic layout and compiled content of a monthly family newsletter for a period of 12 months. The newsletter featured an article by the Commanding Officer, upcoming local events, community news and information, and a schedule of various local support group meetings and functions. The newsletter was hosted on the USS Kitty Hawk Official Navy web site and published for local and email distribution.

**Hard Rock Café • Key West, Florida**

Mar 2000 – April 2003

**Wait Staff Trainer, Server, Hostess, Merchandise Sales Associate**

*Jun 2001 - Apr 2003: Server Staff Trainer*

- ☞ Completed training as a server staff trainer in June 2001.
- ☞ Trained new restaurant servers on menu specifications, conduct, and expected tasks. Supervised and guided server trainees in providing service to customers.
- ☞ Provided written and verbal feedback to trainees and charted their progress in devised training manual.
- ☞ Reported the progress of trainees to management at the close of shift.

*Oct 2000 - Apr 2003: Restaurant Server*

- ☞ Provided customer service to an average of six tables.
- ☞ Interacted with customers to provide a fun and unique dining experience, contributing to satisfied repeat patrons.
- ☞ Served as a shift leader: Appointed to be an intermediary between server staff and management team. Directed servers in the goals, objectives, and duties to be accomplished during the shift. Administered all procedures required for opening and closing of a shift.

*Jun 2000 - Nov 2000: Restaurant Hostess*

- ☞ Provided positive initial contact to restaurant guests.
- ☞ Maintained accurate wait lists and table assignments.
- ☞ Maintained cleanliness of host station and main dining area.
- ☞ Ensured overall guest satisfaction and repeat business.

*Mar 2000 - Jun 2000: Retail Sales Associate*

- ☞ Maintained a friendly and helpful demeanor, ensuring customer satisfaction.
- ☞ Assisted customers in locating merchandise and completed sales transactions.
- ☞ Accounted for personal cash register and maintained an accurate bank.
- ☞ Maintained store cleanliness and kept merchandise displays stocked and organized.
- ☞ Arranged merchandise displays to maximize effectiveness.

**Seiko – The Company Store • Williamsburg, Virginia**

Aug 1998 – Feb 2000

**Retail Sales Associate**

- ☞ Maintained complete knowledge on Seiko watches and clock products.
- ☞ Arranged merchandise displays to maximize effectiveness.
- ☞ Performed minor adjustments and alterations on watches.
- ☞ Earned commissions and bonuses based on personal sales.
- ☞ Established the employee weekly work schedule.
- ☞ Had responsibility for current inventory counts and ordered new inventory.
- ☞ Performed all opening and closing procedures, including faxing and filing daily sales reports to corporate office.
- ☞ Responsible for holding a store key and personal alarm code.