

.:Katie Renee Garman.:

1746 Chesnut,
Fayetteville, AR 72703
(479) 453-0047
krgarman@uark.edu

///////EDUCATION:

August 2002 – May 2006
Dardanelle High School
Dardanelle, AR

August 2006 – Present
University of Arkansas
Fayetteville, AR

[]Bachelor of Art in Graphic design

///////EXPERIENCE:

August 2009 – Present
Body Reflections Tans
Fayetteville, AR

...Sales Associate/Cashier/Salon Tenant

- []Greet customers and provide general information
- []Performed cleaning and cashier duties
- []Trained new hires on salon procedures
- []Keep salon running while working alone
- []Promote seasonal sales and products

April 2008 - Present
Hallauer's Residence
Johnson, AR

...Childcare/Housecleaner

- []Provide care for up to four children under the age of 4
- []Prepared meals and activities for the children
- []Maintained and sanitized the house as directed

August 2007 – April 2008
The Picture People
Rogers, AR

...Photographer/Receptionist/Sales Associate

- []Photographed clients and sold portraits and packages
- []Managed multi-lined phones and scheduled appointments
- []Escorted clients to appointments
- []Kept office organized and sanitized
- []Cleaned store and disposed of packaging

///////QUALIFICATIONS:

- ...Proficient in Microsoft Word, Excel, PowerPoint and Internet Explorer
- ...Proficient in Adobe Illustrator CS4, InDesign CS4, and Photoshop CS4
- ...Speaking in Spanish on intermediate level
- ...Strong leadership ability and work well without supervision
- ...Ability to prioritize and remain focused on the essence of an issue
- ...Excellent with customer service and communication skills
- ...Skilled at learning new concepts quickly while working well under pressure