

Michelle Method

1572 Lochry Rd. Franklin, IN 46131

(317) 797-0148 cell

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I am interested in securing a position with your company where my abilities and qualifications can be fully applied to our mutual benefit. My resume is enclosed for your review and consideration.

I am currently finishing my studies to obtain a degree in Web Management at IVY Tech Community College. Having established competence in, Web Design I have innovative ideas and the courage to use them.

The enclosed resume will provide you with further particulars on contributions that I have made to my employer. Perhaps your company may wish to capitalize on my creativity and energy as well. If so, I can be reached at cellular telephone number or email address listed above.

If you would like to look at my work please visit www.mmdesignsink.net.

Sincerely,

Michelle K. Method

Enclosure

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Michelle K. Froedge-Method

Profile/Summary:

- The ability to work under extreme pressure while meeting time-sensitive deadlines.
- Detail-oriented, dependable, and very organized. Possess a high level of integrity and Confidentiality,
- Professional communication skills, ability to achieve results through leadership, teamwork, and exceptional customer service.

Skills:

- Windows 98, Server 2003, ME, XP
- Adobe Acrobat, Photoshop, Illustrator, Freehand, Pagemaker
- Corel Bryce 5, Painter, Paint Shop Pro X
- Macromedia Dreamweaver 8, Flash8, Fireworks
- Microsoft Office 2003, Works, Power Point, Outlook, GIF Animator, Front Page 2003, Money, Visio
- Quark
- ActEdit
- Olive paper
- Merlin4

Education:

5/2004 – Present IVY Tech Community College Indianapolis, IN

A.A.S. CIS-Web Management

Courses include: Web Site Development, Advanced Web Site Development, Information Systems Fundamentals, Logic, Design and Programming, Database Design and Management, Intro to Computer Graphics, Financial Accounting, Business, Fundamentals of Imaging, Economics, Micro Computer Operating Systems

Work History:

10/06 – Present Daily Journal Franklin IN

Image Editing and Web updating

- Tone and crop images to make ready for press production and for the web
- Add stories to the web site
- Build new sections on the papers website
- Format pdf's of the paper and special publications for the web to be read as an e-paper or e-magazine
- Archive articles and images to Merlin4
- use oral or written communication techniques

9/2005 – Present MMDesignsInk Franklin, IN

Owner/Operator

- Confer with clients to discuss and determine layout design.
- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts
- Develop graphics and layouts for product illustrations, company logos, and Internet websites.
- Use computer software to generate new images.

4/2005 – 4/2006 Millennium Bar & Grill Franklin, IN

Bartender/Run the Kitchen

- collect payment
- use cash registers
- serve food or beverages
- mix drinks or flavors for mixed drinks
- prepare bill or check in restaurant
- or related food services
- provide customer service
- recognize customer intoxication
- use oral or written communication techniques

2/2005 – 4/2005 Gary's Lounge Indianapolis, IN

Waitress

- calculate monetary exchange
- collect payment
- serve food or beverages
- use oral or written communication techniques

9/2003 – 12/2004 City Lites Indianapolis, IN

- calculate monetary exchange
- collect payment
- serve food or beverages
- use oral or written communication techniques

10/2003 – 1/2004 Sears Photography Studio Indianapolis, IN

- Arranges subject material in desired position.
- Focuses camera and adjusts settings based on lighting, subject material, distance, and film speed.
- Frames subject matter and background in lens to capture desired image.
- Selects and assembles equipment and required background properties, according to subject, materials, and Client preference.
- Customer Service
- Sales of Packages.
- use oral or written communication techniques

5/2003 – 8/2003 Children's Cottage Indianapolis, IN

Summer School Age Teacher

- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Help children with homework and school work.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- use oral or written communication techniques
- Organize and participate in recreational activities, such as games.
- Observe and monitor children's play activities.
- Organize and store toys and materials to ensure order in activity areas.

➤ Read to children, and teach them simple painting, drawing,

handicrafts, and songs.
➤ serve food or beverages