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kim g n a g i

EDUCATION

BACHELOR of ART in GRAPHIC DESIGN | UNIVERSITY of TAMPA

Tampa, Florida | May 2015

WORK EXPERIENCE

COMPUTER LAB ASSISTANT | UNIVERSITY of TAMPA IT DEPARTMENT

2012–Present

Help students solve computer issues, such as virus removal, anti-virus installation, connections to campus-wide resources, and daily maintenance of lab equipment

ACCOUNTING ASSISTANT | NOBEL VAN LINES MOVING COMPANY, LLC

2012–Present

Daily responsibilities included: managing business accounts, running credit card payments, writing and depositing checks, data input, and preparing payroll for over fifty employees.

COMPUTER SKILLS

ADOBE CREATIVE SUITE

Illustrator, InDesign, Photoshop, Dreamweaver, After Effects, Muse

MICROSOFT OFFICE

Word, Excel, Outlook, PowerPoint, OneNote, Publisher

OTHER

DreamHost, WordPress, Quicken Home & Business

AWARDS

UT HELIOS WORK PROGRAM

University of Tampa
2012–Present

UT SPARTAN SCHOLARSHIP

University of Tampa
2011–Present

FL MEDALLION SCHOLARSHIP

University of Tampa
2011–Present

POLICE BENEVOLENT ASSOCIATION

Miami-Dade County
June 2011

ORGANIZATIONS

SOCAL MEDIA EXECUTIVE | KAPPA PI

University of Tampa | 2014–Present