

# Lyndsey Weedop

lyndsey@83318.com  
208.431.0913  
weedop.com

## Software Knowledge

### Adobe Master Suite CS3

- *Photoshop*
- *InDesign*
- *Illustrator*
- *Premiere Pro*
- *Dreamweaver*
- *Fireworks*

### CorelDRAW X4

### Microsoft Office 2007

- *Word*
- *Outlook*
- *Excel*
- *Powerpoint*

## Education

### College of Southern Idaho

- Graduation year: 2009
- GPA: 4.0
- Associate in Computer Graphic Design

### Burley High School

- Graduation year: 2002
- GPA: 3.8

## Employment

### weedOptics, Burley, ID/Grand Junction, CO

*Freelance Graphic Designer—May 2009 to Current*

Conducts freelance graphic design business which includes customer contact, quotes, billing, time management, and design production.

### Weekly News Journal, Burley, ID

*Pagination Editor—Oct. 2008 to May 2009*

Managed the weekly production and page layout of a community newspaper; conducted weekly meetings and supervised timely submission of content. Also performed front office work.

### Alltel Wireless, Burley, ID

*Inventory Manager—Feb. 2007 to Aug. 2007*

Performed monthly inventory counts in all stores and monitored sales transactions to ensure adherence to policies; interacted with sales associates and other managers to correct inventory issues and offer inventory support.

- Responsible for all inventory in Idaho

*Wireless Sales Consultant—June 2006 to Feb. 2007*

Completed a strict sales process with every customer including greeting, assessment, and follow up, while also meeting a set quota every month.

### U.S. Cellular, Burley, ID

*Cashier/Greeter—Aug 2004 to June 2006*

Greeted customers, accepted cash payments, and managed general flow in store. Also filled in as sales associate when needed.

- Transitioned from U.S. Cellular to Alltel Wireless.

### D.L. Evans Bank, Burley, ID

*Teller—Feb. 2003 to Aug. 2004*

## References

**Jay Lenkersdorfer**—*The Weekly News Journal* 208.678.6643

**Daryl Hunt**—*Instructor at CSI* 208.732.6305

**Nick Laird**—*Supervisor at Alltel* 208.339.2076