

Rebbeka Pareja

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EXPERIENCE SUMMARY

6 years - Graphic & Layout Design	4 years - Administrative Support
5 years - Writing Multimedia Content	3 years - Project Management
5 years - Copy Editing	2 years - Customer Service
Degree	BA, Morgan State University (2009)
Technologies	MS Office, MS Windows, Mac OS, Adobe Design Suite, Final Cut Pro, Avid Media Composer, Twitter, Facebook, LinkedIn

WORK HISTORY

Production Supervisor, <i>Morgan State University Promethean Yearbook</i>	2009
<ul style="list-style-type: none">Managed a staff of six to design 150+ page yearbook in four monthsCollected and edited over 50 articles to ensure availability and comprehensive	
Co-Editor in Chief, <i>Morgan State University Promethean Yearbook</i>	2007 to 2008
<ul style="list-style-type: none">Edited 100+ articles covering all topics for 200+ page yearbookSimultaneously worked as Layout Design Editor, Staff Writer, Copy Editor and Photographer,	
Chief Copy Editor, <i>Morgan State University Spokesman Newspaper</i>	2004 to 2009
<ul style="list-style-type: none">Managed a staff of five copy editors; editing 15+ articles personally as FreshmanHeld weekly meetings to assist members with individual needs	
Layout Design Editor, <i>Morgan State University Spokesman Newspaper</i>	2004 to 2006
<ul style="list-style-type: none">Placed all copy and art on a 12 to 21 page weekly & biweekly newspaper as only editorAttended conferences and workshops on behalf of the department	

ADDITIONAL EXPERIENCE

Data Entry, <i>Sleep Solutions (Ultimate Staffing Services)</i>	Present
<ul style="list-style-type: none">Process and input over 50 order forms dailyUse internet resources to accurately research and identify missing information	
Vehicle Protection Specialist, <i>CARCHEX</i>	2009 to 2010
<ul style="list-style-type: none">Made and received approximately 100 calls, dailyWorked with 300+ customers before, during and after sales	
Jewelry Associate, <i>Wal-Mart</i>	2009
<ul style="list-style-type: none">Handled cash transactions for two registers in excess of \$1,000 eachServed multiple customers at a time both in-person and over the phone	
Network Command Center Intern, <i>Affiliated Computer Services</i>	2008
<ul style="list-style-type: none">Followed escalation and standard operating procedures in response to resolve issuesCreated and formatted daily reports and summaries for state-wide data network performance	
Master Control Operator, <i>Fox 45 Baltimore</i>	2007 to 2009
<ul style="list-style-type: none">One of two people directly responsible for logs of station's digital channelWorked with multiple departments to ensure time-sensitive and daily scheduling of on-air programming	
Desk Attendant, <i>Morgan State University Office of Residence Life</i>	2006
<ul style="list-style-type: none">Maintained paper and digital resident files including health status filing systemsAssisted residents and visitors with various requests and information	

PROFESSIONAL ACCOMPLISHMENTS

Member, CAREERREALISM Club	2009 to Present
Public Relations Chair & Member, Young Women's Christian Association	2006 to 2008
President, Treasurer & Sergeant at Arms, Inter-Residence Council	2005 to 2007