

AMIR HADDAD

Graphic Designer/Administrative Assistant

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☎ (123) 456-7890

📍 Hoboken, NJ

in [LinkedIn](#)

WORK EXPERIENCE

Entry-Level Graphic Designer

Excel PrintPack

📅 2019 - current 📍 Lakewood, NJ

- Created graphics for 50+ products
- Printed designs using laser, thermal, and digital methods
- Pitched ideas to graphic design team and clients based on design principles and knowledge of current trends
- Managed 4 projects at a time with 96% of projects completed before their deadlines, increasing client satisfaction by 19%

Office Assistant

Princeton University

📅 2017 - 2019 📍 Princeton, NJ

- Managed calendar of the director and scheduled meetings, interviews, and partner check-ins
- Processed expense reports and coordinated office budgets, reducing extraneous spending by 27%
- Wrote and prepared emails, faxes, memos, and reports with 98% accuracy, resulting in 99% client satisfaction
- Established rapport and answered student questions, increasing student satisfaction scores by 43%

PROJECTS

Edmond Farmer's Market

Blog/Social Media Designer

- Created mock-up website pages for 33 vendor stands
- Collaborated with farmer's market staff and vendors to update pages weekly with photos and video, boosting revenue by 37%
- Designed 80+ social media posts based on current trends and brand

CERTIFICATIONS

- Adobe Certified Associated
- Udemy Graphic Design Masterclass Certified

CAREER OBJECTIVE

Innovative and reliable graphic designer/administrative assistant with proven experience creating impactful designs and communicating with diverse teams. Seeking a position with Pinnacle Reality to create engaging designs and manage office work.

EDUCATION

Bachelor of Science

Graphic Design

Rutgers University

📅 2015 - 2019

📍 New Brunswick, NJ

SKILLS

- Branding
- Typography
- HTML/CSS
- Adobe Illustrator/InDesign/Photoshop
- Organization
- Multitasking
- Oral Communication
- Microsoft Office

INTERESTS

- Sewing historical costumes
- Volunteering at local library
- Learning Mandarin via Duolingo