

Heather Leslie

Graphic Design
1674 Carmel Drive
Walnut Creek, CA
94596
United States

View the full portfolio at <http://www.thecreativefinder.com/haleslie>

Professional Experience and Curriculum Vitae

Heather Leslie
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OBJECTIVE

Seeking a career opportunity using my talents and experiences to enhance the success of your company.

EXPERIENCE

Graphic Designer, Corgi International/Master Replicas, Inc., Walnut Creek, CA 5/2006 – 4/2008

- Design merchandise spec sheets for sales and marketing
- Assist with packaging
- Provide sales with promotional materials
- Maintain image database
- Attend and assist various consumer trade shows

Design Account Manager, Bentley Publishing Group, Walnut Creek, CA 1/2004 – 3/2006

- Responsible for all accounts related to interior design and the hospitality industry
- Cold call prospective customers and qualify them for a new account
- Oversee shipments from printers nationally and internationally to various US locations
- Attend and coordinate trade shows.
- Create and update new art release websites
- Back-up telephones to reception

Executive Assistant, COL Search / Donohue Group Inc., Pleasanton, CA 6/2003 – 9/2004

- Provided 70% of support to President and VP of company, 30% to staff and office support
- Maintain office supplies and maintenance, answer multi-line phone system, filing, and database entry in collaboration with other administrative staff.
- Train and set-up new employees
- Support all computer and office operations including roll out.
- Organize business events, meetings, appointments, catering needs, and all travel arrangements for staff and contractors
- Conduct all HR procedures for new hires including tracking of timecards and contracts
- Maintain relationships with contractors via phone and email.
- Create documents in support of company including spreadsheets and reports

Administrative Assistant, McHenry House for the Homeless, Tracy, CA 4/2002 – 6/2003

- In direct support of Program Manager and Director
- Responsible for all city mandated community service workers, screening of clients and intake of clients
- Perform daily room checks, answer phone calls, and perform troubleshooting of any computer needs

- Assist director with accounting, filing, payroll, faxing, copying, data entry, and creation of spreadsheets and reports

- Participate in fundraisers which includes organizing and tracking of guests and donation

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