

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
(925) 705-0854
haleslie09@gmail.com
<http://www.linkedin.com/in/haleslie>

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

Heather Leslie

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

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



STAR WARS

Boba Fett Helmet Scaled Replica
Episode V: The Empire Strikes Back

7"

MSRP \$49.99

- Authentic scaled replica (.45 scale), based on reference from Lucasfilm Ltd.
- High-quality die-cast-metal and injection-molded plastic construction
- Display stand featuring the character's name and Star Wars™ logo
- Includes Certificate of Authenticity

©2007 Lucasfilm Ltd. & TM All Rights Reserved.

MR
MASTER
REPLICAS™

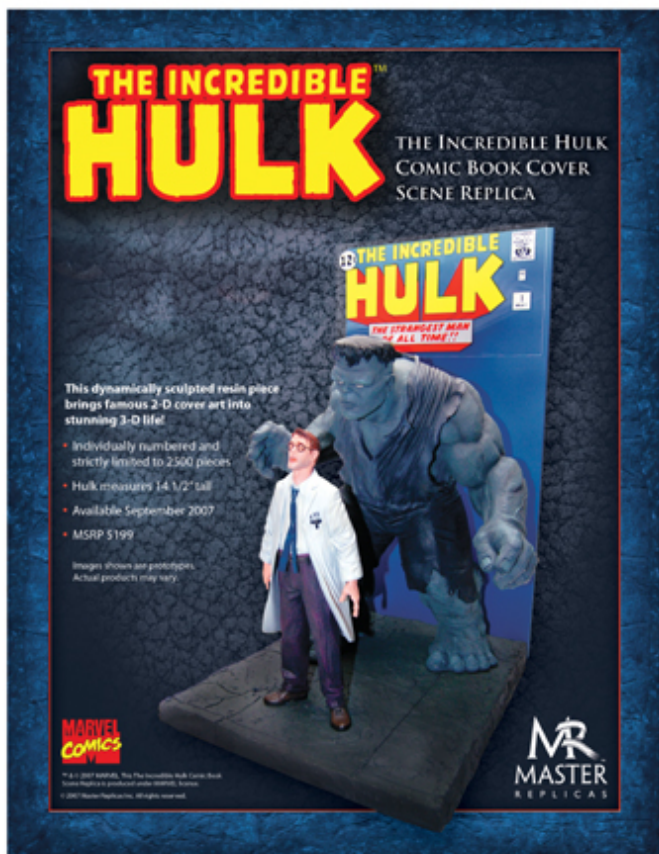
©2007 Master Replicas Inc. All Rights Reserved.

15b Lloyd Road Singapore 239098 (co. reg. 201004398N)
helpdesk 656.227.2902, fax 656.227.0213

Heather Leslie

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

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



15b Lloyd Road Singapore 239098 (co. reg. 201004398N)
helpdesk 656.227.2902, fax 656.227.0213