| Gina Concklin |
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| 15902 La Maida, Encino, CA 91436 352-232-1949 gconcklin06@yahoo.com |

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| Experience | Office Manager/Graphic Designer2001-2003 Jennifer and Company Printing, Spring Hill, FL* Maintain customer accounts
* Created layouts for products
* Managed the office, including register, complaints and other services
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|  | Shift leader/CSR2004-2006 Blockbuster Video, Fort Lauderdale, FL* Ran shifts, managed other employees
* Assisted customers with the needs
* Stocked shelves, opened and closed the store, managed drawers
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|  | Art Director2006-2007 Joni Industries, Brooksville, FL* Managed art department
* Created screens for printed signs/shirts
* Trained other employees on various machines
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|  | Graphic Designer2007-2009 ESP Enterprises, Brooksville, FL* Created all layouts for signage
* Ran various machines in the production department
* Assisted customers, answered phones

Production Assistant/Graphic Designer2010-2011 Custom Signs and Graphics, Brooksville, FL* Assisted with the production of trade show signage
* Created graphics for signage

Stock Associate/Markdown TeamFeb 2011- July 2011 Ross Stores Lawton, OK* Received and Processed stock
* Marked down merchandise

Assistant Store Manager/Store ManagerJuly 2011- July 2012 Factory Connection Lawton, OK* Ran shifts, maintained the store
* Managed Employees
* Assisted customers
* Counted down drawer/deposit
* Maintained inventory
* Became Store Manager Dec. 2011

Merrifield Media/Art Director – Graphic DesignerSeptember 2012 – Present* Managed monthly publication
* Designed and laid out ads for publication
* Managed customer accounts

Medallion Mint – Graphic DesignerFebruary 2013 – Present* Designed artwork for souvenir medallions
* Designed artwork for souvenir medallion vending machines
* Managed the print production of panels for vending machine
* Worked with companies such as Sea World, Busch Gardens, Ripley’s and various other national museums, aquariums and organizations
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| Education | Art Institute of Fort Lauderdale, Fort Lauderdale, FL2003-2006* Bachelors in Computer Science for 3D Animation & Media Arts
* Graduated within 3 years on the Dean’s list

Art Institute of Pittsburg – Online DivisionAugust 2012 –January 2013*Web Design Diploma* |
| Skills | Adobe Creative Suite (Photoshop, Illustrator, Premiere, After Effects, Indesign)Corel Draw, Corel PainterFlashMaya 20103D Studio MaxUnity 3DMicrosoft Office (Word, Power Point, Excel) |
| References | Eric Merrifield - PresidentMerrifield Media Specialistswww.merrifieldmedia.com580-917-60891930 Ferris Suite 11Lawton, Oklahoma 73505William Harriman – CEOCustom Signs and Graphix352-650-1066Brooksville, FloridaPam Mcclure – General ManagerMedallion Mintwww.medallionmint.com405-274-7282Chickasha, OklahomaJason Johnson – CEOThe Done Right Groupwww.donerightmarketingmedia.com727-259-8689Tampa, FloridaElena Morales352-238-7291Brooksville, FL |
| Online Portfolio | [www.GCDesignsandPrinting.com](http://www.GCDesignsandPrinting.com)<http://www.linkedin.com/pub/gina-concklin/50/b5b/147/> |