

## S'Chalana Frison

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### ◆ Career Objective

Seeking a computer-based position that utilizes my analytical and communication skills.

### ◆ Experience

#### **Reliable Hydraulics, Receptionist-Temporary**

2600 South Cobb Dr. Smyrna, GA 30080 770.432.5410

**Supervisor: Charlie Stookey**

#### **Skills Include:**

- Answer phones
- Type out quotes
- File paperwork

#### **Simply Fashion, Assistant Manager-February 2010 to Present**

2774 Candler Rd. Decatur, GA 30034 404.212.3880

**Supervisor: Beverly Collins**

#### **Skills Include:**

- Open/Close store
- Make daily deposits
- File daily paperwork

#### **Kohl's, Ad Set Associate-March 2009 to May 2010**

1825 East-West Connector Austell, GA 30106 770.941.3032

**Supervisor: Mike Tharp**

#### **Skills Include:**

- Assigned specific area to scan
- Use RF unit to scan all signed merchandise
- Take down old signs to replace with new signs

#### **Value City, Jewelry Manager-August 2004 to June 2008**

5766 Buford Highway Doraville, GA 30340 770 216-1900

**Supervisor: Fred Davis**

#### **Skills Include:**

- Provided customer service
- Managed other associates to perform job duties
- Inventory (markdowns, store disposals, transfers) and priced store merchandise

### ◆ Education

#### **Art Institute of Atlanta**

Atlanta, GA 30328

Bachelor's Degree

### ◆ Freelance

- Freelance Graphic and Web Design 2006-Present
- Graphic Design Internship June 2009-August 2009
- Freelance at Dozier's Furniture Gallery 2003-2004

### ◆ Computer Skills

- Microsoft Office
- Adobe Creative Suite
- QuarkXPress

-HTML

◆ **Achievements**

-*Presidential Classroom Scholarship*