

Rachelle Langdon

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SUMMARY

Reliable worker with experience in accounting, website and social media management, and graphic design.

PROFESSIONAL EXPERIENCE

Web Designer and Office Assistant

Northwest Wholesale Florists

Seattle, WA

Sep 2008 - Present

- Redesigned and significantly improved upon original HTML website by reformatting it as a content management system based site.
- Created and maintained all social media profiles.
- Photographed product and designed flyers for sales and events.
- Assisted with both Accounts Receivables and Payables by invoicing, filing, applying payments to accounts, handling petty cash, sorting purchase orders, and entering inventory data.
- Instructed incoming office staff on cashiering, entering orders, filing, and charging accounts.
- Assisted with sales and packing orders.

Visuals Assistant and Salesperson

Restoration Hardware

Seattle, WA

Oct 2007 – Sep 2008

- Assisted with arrangement and maintenance of displays in store to increase sales.
- Followed floor-set packets and own creative sense of design to organize product in an attractive manner.
- Supported the stock team with stock checks, processing product, and unloading the shipment truck.
- Conducted sales, serviced clients, took orders, and finalized transactions at cashier station.

Graphic Artist (Intern to Full Time)

Gibby Media Group

Spokane, WA

May 2005 – Mar 2007

- Designed disc labels, posters, brochures, websites, and interactive menus for video discs.
- Duplicated discs and tapes for customer purchase.
- Assisted with grip work and shooting video.

EDUCATION

Associates of Applied Science in Web Design

Spokane Falls Community College

Spokane, WA

- Received Tony M. Robideaux Student Scholarship Award

Associates Degree in Liberal Arts

Spokane Community College

Spokane, WA

- Attended through Running Start Program while completing High School.

SKILLS & TOOLS

- Photoshop
- Joomla
- Macola
- Illustrator
- HTML
- Merchandising
- WordPress
- Microsoft Office Suite
- Dreamweaver