

Diane Wright

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Web Portfolio: www.straycatdesigns.com

Profile

Motivated results-orientated professional with a bottom-line focus and a proven track record in multiple industries. Ability to quickly learn extensive product and technical information and able to instruct others. Diplomatic and tactful with professionals and non-professionals at all levels. Cognizant of handling sensitive, confidential records. Demonstrated history of producing accurate timely reports and meeting deadlines.

Flexible and versatile – ability to handle pressure and creatively solve problems, analyzing situations and developing viable solutions and/or alternatives. Committed to life-long learning of skills and knowledge. Thrive in deadline-driven environments with the ability to manage and prioritize multiple projects within deadlines. Supporter of team goals.

Skills Summary

- Project Management
- Report Preparation
- Written Correspondence
- AutoDesk 3DS Max
- Microsoft Expressions Web
- Mac & PC Environments
- Customer Service
- Microsoft Office Suite
- Adobe Creative Suite
- MySQL Database
- Marketing & Sales
- Graphic Design
- Web Design/Development
- HTML/CSS/PHP/Flash
- JavaScript/XML/ActionScript
- Professional Presentations
- General Office Skills
- Accounting/Full-Charge Bookkeeping

Professional Experience

FREELANCE DESIGN

- Conceptualize, design, develop and implement effective and functional web pages that met client specific business needs.
- Developed graphic images and effects to achieve design goals.
- Worked directly with clients to establish project scope, interaction, guidelines and project time lines.
- Managed multiple projects within deadline parameters.
- Perform routine updates, upgrades and maintenance of client websites.

COMMUNICATION: REPORTS/PRESENTATIONS/TECHNOLOGY

- Created integrated, complex reports for multi-location organizations.
- Ensured full compliance with federal, (multi)state and international requirements and reporting deadlines.
- Originate professional correspondence to customers and vendors.
- Research and recommend in-house computerized system and software.
- Converted manual bookkeeping records to in-house computerized accounting systems.

CUSTOMER SERVICE/MARKETING/PROBLEM SOLVING

- Oversee front-office operations and provide impeccable customer service, handling customer complaints/difficult customers.
- Planned, implement and managed promotional events including two World Series Twins rallies, charitable auctions/events, banquets and concerts.
- Designed in-house print/outdoor advertising and coordinated all media buying.

DETAIL MASTERY & ORGANIZATION

- Manage day-to-day operations in multisite environments including company finances, insurance, inventory and budgeting.
- Shift staff supervision of up to 35 employees (total staff of 60+).
- Ensured compliance with all federal, state and local requirements and ordinances; working closely with local and city officials.

Education

RASMUSSEN COLLEGE – Blaine, MN

Associate's Degree in Web Design & Interactive Media, 2013

Associate's Degree in 3D Graphics & Animation, 2013

GPA: 3.9

Employment History

MINNEAPOLIS EXPORT CO. – Minneapolis, MN
Full-Charge Bookkeeper, 2000 to Present

STRAY CAT DESIGNS – Minneapolis, MN
Freelance Graphic/Web Designer, 2005 to Present

RD PROPERTIES, INC. – Minneapolis, MN
Business Manager, 1994-2000

SHOREWOOD RESTAURANT – Fridley, MN
Bookkeeper, 1989-1994

JUKEBOX SATURDAY NIGHT – Minneapolis, MN
Business Manager, 1985-1989

Activities and Awards

DEAN'S LIST 2010-2013 – Rasmussen College, Blaine, MN

VOLUNTEER APPRECIATION RECOGNITION – Rasmussen College, Blaine, MN

YOUTH SERVICES VOLUNTEER – Family Pathways Teen Center, Stacy, MN