

Cori Dietsch

(206) 409-9362

coridietsch@gmail.com

Portfolio: <http://www.coridietsch.com>

Skills:

- Excellent skills in Microsoft Suite, Adobe CS3 and Dreamweaver.
- Great customer service and communication skills.
- Works very well independently as well as in a team setting.
- Aptitude for completing tasks quickly, and a high attention to detail.
- Accustomed to working with Mac and Windows hardware and software.

Education:

Bachelor of Fine Art in Design Illustration

Cornish College of the Arts

Graduated Spring '07

1 800 726 2787

Work Experience:

Temporary Office Assistant:

Tasks: Customer service via incoming and outgoing phone calls and emails, data entry

Regence Blueshield

Oct '09- Jan '10

Supervisor: Erika Nelson 206 470 4723

April '08 - July '08

Data Entry:

Tasks: Data entry via Excel. Front desk customer service via phone and receiving deliveries

Behavioral Tech, LLC

Aug '08 - Oct '09

Supervisor: Kathy Satre 206 675 8588

Business Assistant:

Tasks: Errands via vehicle, and basic instruction of Adobe InDesign and Adobe Photoshop.

Schumacher Creative Services

Feb '08- Sept '09

Supervisor: Michael Schumacher 206 364 7151

Sales Associate:

Tasks: Customer service, food handling, cash handling, closing and opening.

Protein Planet

July '07- Oct '07

Supervisor: Larry Strong 206 625 3203

May '03- May '04