



COURTNEY JOSEPHINE ALESSANDRINI

courtneyjosephine.wix.com/portfolio
courtney.josephine@gmail.com
586.822.9217

OBJECTIVE

To obtain graphic design position at the Detroit Regional Chamber using my skills communication and visual art to help benefit the message of the Detroit Regional Chamber.

EDUCATION

Ferris State University
Bachelor of Science in Marketing

Big Rapids, MI
Jan. 2012 - May 2013

Ferris State University
Emphasis in Graphic Design

Big Rapids, MI
Aug. 2008 - Dec. 2011

EXPERIENCE

DWM Holdings
Marketing Communication Lead

Warren, MI
Feb. 2015 - Present

- » Send communications to customers via online marketing outlets (i.e. emails).
- » Design in house marketing materials (i.e. brochures, emails, forms).
- » Update website through wordpress platform.
- » Create SEO strategies

Bath and Body Works
Brand Manager/Sales Lead/ Sales Associate

Shelby Township, MI
Nov. 2012 - Feb. 2015

- » Obtained highest percent over sales plan in month of December 2014.
- » Manage daily store operations including sales and inventory management.
- » Making smart shopkeeper decisions that best suit the business that my location does.

Universal Am-Can LTD.
Accounts Receivable Clerk

Warren, MI
Sept. 2013 - Jun. 2014

- » Managing a portfolio of clients receivables keeping the account current and insuring that all cash is applied correctly.
- » Creating spreadsheets and reporting on problem trends that larger customers face.

In-house internship
Student

Big Rapids, MI
Sept. 2011 - Dec. 2011

- » Working in teams on several projects during the semester, while also building communication skills.
- » Learning the importance of being detail oriented and the process of a project.
- » Using the Adobe Creative Suite to create designs for portfolio and client.

SKILLS

Proficient:
Adobe Suite CS6
IBM SPSS Statistics
Nikon DSLR
Mac platform
Windows platform
Google+
Microsoft Office
HTML
Microsoft Outlook
Customer Service
Constant Contact
Wordpress
Social Media

ORGANIZATIONS

AIGA West Michigan
Member 2008 - 2011

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REFERENCES

Ashley Karpinsky
Supervisor

Universal Am Can
12755 E. 9 Mile Road
Warren, MI 48089
Work: 586-920-0188
Email: Ososki_a@yahoo.com
Familiar with my people and communication skill.

Deanna Dziak
Co- Manager

Bath and Body Works
14000 Lakeside Circle
Sterling Heights, MI 48078
Work: 586-566-8153
Cell:586-557-3514
Familiar with my ability to take and give direction.

Nikki Farneti
Accountant

Detroit Regional Chamber
One Woodward Ave., Suite 1900
Detroit MI 48232
Cell: 586-907-9598
Email: Nfarneti@outlook.com
Can speak to my education and character.

