

Daniel J Galbreath

South Elgin, IL

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Summary

Adobe Creative Suite certified

Over 3 years of experience in sales and communication

Built dedication to my teams goal and intentions

Experienced in working with and designing for customers

Education

Elgin Community College, Elgin, IL, Expected graduation in December 2015

Associate in Communication Design/Graphic Design

Basic Vocational Specialist, Adobe Creative Suite with honors in February 2015

St. Charles North High School, St. Charles, IL, graduated in 2010

Student of the month award, Fox Valley Career Center program at Kaneland High School in 2010

Professional Experience

Staples, South Elgin, IL, August 2014 - March 2015

Key Accomplishments

Filled position quickly and trained on the job

Copy and Print Associate

Thrived in a fast paced complex working environment

Demonstrated a genuine interest in the guest and asked questions and actively listened for information to understand their business and copy and print needs

Built Relationships and comfortably connected with guests

Produced top quality products within the time specifications the guest required

Menard Inc, Elgin, IL, July 2011- August 2014

Key Accomplishments

Achieved 'team member of the month' award - July 2013

Sales Associate

Specialized in kitchen design following the project from start to finish.

Extensive customer services and sales experience with loyal and new customers

Developed skills with multiple computer programs such as 20/20

Maintained work area in terms of cleanliness and hygiene

Communicated current product features and benefits to guests

Firecon Construction, Schaumburg, IL, September 2007 - 2015

Key Accomplishments

Experienced in Adobe Dreamweaver: Accomplished web designer

Tech Advisor

Built customized websites to the highest specifications

Worked under pressure and to tight deadlines

Carried out routine site maintenance

Worked through a project life cycle