

# Rebecca Hendricks-Gartner

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## *Objective*

To obtain full-time permanent or temporary assignment as print or web designer, production artist, or web programmer.

## *Skills*

detail oriented » exceptional problem solving and troubleshooting skills » excellent communication skills » self-starter » timely and efficient » comfortable with multi-tasking » work well independently or as part of a team » computer and web savvy

## *Software Proficiencies*

Mac (OS 9 & OS X) » Windows » MS Excel » MS Word » MS Powerpoint » MS Access » Filemaker Pro » MYOB Accounting » Quickbooks » Peachtree Accounting » Solomon Accounting » Visual Basic for Applications » Adobe Photoshop » Adobe Illustrator » Adobe PageMaker » Adobe Acrobat » Quark Express » HTML » Macromedia FreeHand » Macromedia Dreamweaver » Macromedia Fireworks » Macromedia Flash (including Flash MX and Flash ActionScripting)

## *Work History*

### **October 2003 » Present » Knightsbridge Solutions, LLC » Revenue Analyst**

project accounting and billing » accounts receivable » project reporting and report development

### **July 2000 » Present tonic design studios » partner**

print design and production » web design and production » full charge bookkeeping » financial reporting » sales » project management

### **1996 » Present » ShumpinFunky (freelance business)**

freelance web design and production » freelance print design and production

### **June 1999 » January 2001 Chicago Reader » bookkeeper**

full charge bookkeeping » financial reporting

### **June 1998 » June 1999 Productivity Point International » corporate trainer**

computer applications training, including Excel, Word, Powerpoint, Outlook, Windows 95 and 98 OS, Visual Basic for Applications » help desk » designed student screening system utilized by sales team

### **April 1996 - December 1999 Ralph Schindler, Attorney » bookkeeper/office manager**

full charge bookkeeping & financials preparation for two companies owned by Mr. Schindler » inventory tracking and costing » some executive assistant and law office duties » provided assistance with preparation of corporate tax returns for two companies and parent company

### **October 1992 - May 1996 Chicago Fire Brick Co. » assistant to vice president**

various accounting duties and special projects » sales tax returns for 10 jurisdictions » managed inventory database » monthly production reporting » raw materials standard costing » account collection » assisted with implementation of integrated financial, inventory, manufacturing, cost and sales tracking software (INFIMACS)

## *Education*

University of Chicago, Linguistics  
Wright College, Intro and Intermediate Accounting  
Columbia College of Chicago, Graphic Design Courses

*References and portfolio available upon request*