

Terry R. Witherspoon

206B Arlene Court ● Wheeling IL 60090 ● 224.532.8232 ● spoon_34@yahoo.com

Objective: A hard-working individual who enjoys a challenge, change and has the ability to establish a professional relationship that promotes trust within any organization. Interested in a position that will utilize and expand my existing knowledge base and experience in Communications/Marketing.

Profile: Creative, strong communication skills and consistently meet deadlines. Detailed oriented, strong sense of responsibility; highly organized and self motivated.

Software Skills: ● Adobe CS4 ● Adobe InDesign ● Microsoft Office Suites

Career Development:

Communication Science, Inc – Buffalo Grove, IL Graphic Artist/Production Assistant

September 2000 – August 2017

Hired as Administrative Assistant and promoted to position of Graphic Artist/Production Assistant because of ability to learn and use new technology.

- Created design theme and graphics for marketing and sales presentations and corporate website
- Assisted in development of new product designs, packaging, co-branding, related marketing and ecommerce components to support product sales
- Assisted the VP of Sales and Marketing in production of trade show/event graphics -- Involved in the creative process to determine style, technique, and medium best suited to produce desired results
- Worked on several large web campaigns, developing visual concepts and final designs for CareKit Online and existing company website

Speedway - Buffalo Grove, IL Customer Service Representative

March 2014 - March 2021

- Maintained friendly attitude and followed all store interaction protocols while answering customer concerns processing cash/credit payments
 - Assisted in training new employees, including store/corporate policies, store goals and point-of-sale operations
 - Promotes store sales and selling initiatives and encourages staff to strive to reach goals and objectives
-

Education/Training:

- *Illinois Institute of Art
Web Design Certificate Program -- December 2014*
 - *Various Speedway Customer Relation Courses*
-

Additional Skills:

- *Ability to work on multiple assignments under pressure and consistently meets goals*
- *Passionate about providing stellar customer service; known for being a team-player*