

# CARISSA STARR MCGILL-DOUGHERTY

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## QUALIFICATIONS SUMMARY

Professional experienced in Administrative and Retail environments with strong Customer Service skills and an attention to detail. Confident and poised in interactions with individuals at all levels. Organized, trustworthy, with a strong work ethic and a dedication to quality work. Efficient and quick to learn new things. Works well with a team or individually, with little supervision. Maintains a pleasant work attitude, interoffice relationships and projects an overall comfortable demeanor toward customers and clientele.

## SKILLS AND ABILITIES

- Proficient computer and Internet skills
- Adept at Microsoft Office, Open Office and other word processing, & spreadsheet programs
- Knowledgeable and proficient with Adobe Photoshop, GoLive, PDF Writer and experienced with Illustrator
- Various other image editing and design software programs.
- Excellent phone manner and Reception presentation

## EXPERIENCE HIGHLIGHTS

- Been responsible for training new hires
- Has also given trainings/brief seminars on new software or protocols
- As well as typical office duties, has maintained in-office libraries
- Was responsible for organization & preparation of teacher trainings and other community events
- Has been responsible for Newsletter layout and distribution for two different employers
- Compiled International Lab Reports into FDA program for global pharmaceutical company

## EMPLOYMENT HISTORY

FRONT-END/BOUTIQUE MANAGER, Yogaphoria, New Hope, PA  
ADMINISTRATIVE ASSISTANT, The Segal Team of Keller Williams, Blue Bell, PA  
SHIFT SUPERVISOR, CVS Pharmacy, Horsham, PA  
CLERK TYPIST II, Bucks County Drug & Alcohol Commission, Warminster, PA  
DATA ENTRY CLERK, Kelly Services @ Merck Pharmaceuticals, Landsale, PA

### Freelance Writing Highlights:

The Roofwalker; *fiction novella*; Threadhoppers Press, November 2008  
Chrysalis; *Poetry anthology*; Threadhoppers Press, July 2008  
Pieces Magazine;  
*Big Blue: an Historical Look*; Issue 1, July 2008  
*Chihuly: Gardens and Glass*; Issue 2, August 2008  
*Reclaiming Wood*; Issue 3, September 2008  
*History of Origami*, and *6 Artists: On Origami*; Issue 4, October 2008  
*The Great Blue Hope*, and *The Conflict with Diamonds*; Issue 5, November/December 2008  
Ayelet Rabinovich; *Biography Page*, also *VictoryLimo.com* and *Victorycabco.com*; web content  
Becky Farris; cover designs and editing for novels *Upline*, *Dragon Saint*, and *Eleven Minutes*

## EDUCATION AND TRAINING

Art Institute of Philadelphia, 2001-2004  
Associate Degree of Specialized Technology  
Major in film and video production, focus on direction and screenwriting  
Awards: Best of Quarter for English Composition II  
Best of Quarter for Fundamentals of Design  
Deans List during full term