

STEPHANIE JOAN SUTTER

SOCIAL MEDIA MANAGER | WEB DESIGNER

Rubios Coastal Grill *Shift Supervisor* April 2015 – Present

Sacramento, CA Part-Time

- Proficient in cashiering and calculating customer charges in a fast-paced environment.
- Answered customer calls successfully resolving customer needs and problems. • Dealt with problematic customer's in-store to either resolve their issue or remove them.

MXS Webs *Social Media Manager* Aug 2014- Feb 2015

Sacramento, CA

Social Media Manager of several hundred websites and over looked a couple interns to help further different companies social media advertisements and customer service questions within each of their companies through their social media.

- Create Spreadsheets for company usernames and passwords. • Post automatic discussions between different social media outlets using different applications. • Made phone calls and reply to emails to clients about customer service questions and problems.

PROFESSIONAL SKILLS

One year of related work experience with strong academic training and credentials in:

Adobe Bridge

Adobe InDesign

Microsoft Word

Web Programming Excel (HTML/CSS/JavaScript)

Clerical Skills

Adobe Photoshop Budget & Cost Analysis

Adobe Illustrator

Invoice & Statement creation

EDD- Typing Certification of 40 wpm

American Heart Association – CPR/First Aid Certification

Education: American River College – Art New Media A.A. Sacramento, CA