

blair warner

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www.blairwarner.com

- strengths
- diligent and reliable worker
 - positive and easy to get along with
 - enjoy working in groups and interacting with others
 - proven ability to communicate verbally, visually, and in writing
 - basic japanese speaking and reading ability
 - good organizational skills
 - experience interacting with people from different countries and cultures
 - proficient with computers and many applications (windows and mac platforms)
 - excellent time management skills
 - detail oriented
 - ability to convey ideas and instructions clearly and effectively
- education
- bachelor of fine arts in graphic design 2005
auburn university - auburn, alabama
- high school diploma 2000
bay high school - panama city, florida
- employment history
- graphic designer / letterpress printer** 2.2009 - 8.2009
bell'invito letterpress studio - dallas, texas
responsibilities -
- couture stationery design
 - file preparation for die creation
 - web graphics for company sites
 - operation of nineteenth century letterpresses
- english teacher** 4.2006 - 4.2008
heart english school - ibaraki and saitama, japan
responsibilities -
- language teacher in elementary and junior high schools (15 different schools)
 - preparation of class materials (handouts, slide presentations, etc.)
 - exposure of cultural differences and customs to japanese school children
- assistant graphic designer** 5.2005 - 2.2006
standard deluxe, inc. - waverly, alabama
responsibilities -
- logo and t-shirt design
 - file preparation for screen printing
 - web site maintenance
 - database entry
- legal assistant** 8.2000 - 5.2005
davis, mcLaughlin & muncie, attorneys at law - auburn, alabama
responsibilities -
- receptionist duties (answering phones, photocopying, faxing documents, filing, etc.)
 - document dispersal
 - package delivery
 - process server