

# Christine Mahoney

214.682.6751

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## Summary of Qualifications

- Reputation for excellence and high quality service to clients.
- Strong visual design skills and proficient with Adobe Creative Suite.
- Energetic, hardworking, reliable, and very organized.
- Successful in mastering new skills through hands-on experience.
- Great ability to work effectively with others in a team-oriented environment.

## Work History

- |   |  |                |
|---|--|----------------|
| 5/12-Present  | Decatur Jet Center/Raquel's Wings For Life | Decatur, Texas |
| <ul style="list-style-type: none"><li>• Manage and create all media and marketing materials for social media networks, company website and newsletter for both the FBO &amp; the non-profit organization</li><li>• Responsible for processing all accounts payable/receivable transactions, as well as providing financial, clerical and administrative services to ensure efficient, timely and accurate invoicing of all assigned accounts</li><li>• Maintain regular interaction with customers to promote the FBO and ensure customer satisfaction</li><li>• Schedule multiple aircraft for maintenance, flight training and non-profit cancer charter flights</li></ul>  |  |                |
| 6/08-3/12   | Solaris Healthcare                         | Decatur, Texas |
| <ul style="list-style-type: none"><li>• Create and modify images for use in advertising and other communications media. This includes but is not limited to: business cards, logos, brochures, posters, forms, banners, billboards, signage, newspapers and other publications, event supplies, birthday cards, invitations, promotional materials, booklets, flyers, door hangers, labels and stickers, t-shirts, postcards, calendars, bookmarks, certificates, badges, menus, slideshow presentations, stationary and web graphics.</li><li>• Communicate and interact with outside vendors regarding publication and/or media needs.</li><li>• Organize and direct the company's on-going projects and tasks related to media and publications.</li><li>• Oversee production from initial concept to final printing.</li><li>• Complete multiple tasks under pressure and meet deadlines with little to no supervision.</li></ul> |  |                |
| 12/07-5/08  | Dak Rasheta Productions                    | Dallas, Texas  |
| <ul style="list-style-type: none"><li>• Designed and created motion graphics for Point of Sales Promo boards for high profile restaurants: Wendy's, Hardee's, Captain D's, Arby's, etc.</li><li>• Created basic Flash animated banners to match associated content.</li><li>• Created logo, open, and bug for My Celebrity Stylist, a half hour television pilot.</li><li>• Consulted with and met the needs of clients on a regular basis.</li><li>• Completed projects under strict deadlines.</li></ul>  |  |                |

## Education

07/04-12/07	The Art Institute of Dallas	3.4 GPA
Bachelor of Fine Arts	Digital Media Production	Departmental Scholarship

## Computer Software/Hardware Proficiency

- Adobe Photoshop & Illustrator
- Microsoft Word, Excel and PowerPoint
- QuickBooks
- Printer, Scanner, Copier, Fax, Email & Phone
- Digital Camera
- 65 words per minute

## References

Andy Milligan, Owner/CEO  
Solaris Healthcare Inc  
(940)627-1011

Scott Jackson, Media Services Director  
Solaris Healthcare Inc  
(940)255-1280