

## Melissa Dahse

43239 W Lindgren Dr. Maricopa , AZ · 928-225-0468

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Portfolio--

<https://tinyurl.com/dahseportfolio>

### Professional Summary

Looking for a challenging position which will allow me to expand my knowledge and skills. To increase my abilities in graphic and web design and exercise my creativity. I am an exceptional leader.

Technically-savvy with outstanding relationship building, training and presentation skills.

### Work History

#### Dahse Delights Comforts of Home Photography

August 2018-Present

Maricopa, Az

- Taking family and children photos. Edited photos. Putting together photo packets Running the cash register. Helping guest with any questions. Make sure guest are satisfied with their experience. Owner and manager.

#### Old Navy

January 2018-March 2018

Brand Associate Chandler, AZ

- Customer service, running the cash register, helping guest with any questions, making sure guest are satisfied with their experience, Stocking and managing product displays

#### Picture People

December 2017-December 2017

Sales Scottsdale, AZ

- Customer service, running cash register, Edited photos, putting together photo packets, helping guest with any questions, making sure guest has a positive experience.

#### LEGOLAND Discovery Center

March 2016-October 2016

Guest Experience/Trainer Tempe, AZ

- Customer service, running cash register, helping guest with any questions, training new employees, making sure guest have a positive experience.

#### Phoenix Zoo

January 2016-March 2016

Guest Experience Phoenix, AZ

- Customer service, running cash register, helping guest with any questions, making sure guest are satisfied with their experience.

## **Melissa Dahse**

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### **London Bridge Linens**

September 2011 – December 2015

Head of Specialty Department Lake Havasu City, AZ

- Design solutions to produce custom bedding, meet deadlines, Work with interior designers to accommodate customers, Stay within time and materials budgets, Quality assurance, Misc.
- Alterations, repairs, and reconfigurations. Kept track of customers' own material.
- Making quality bedding products: Sheets, Comforters, Pillowcases, Pillow Shams, and Bed Skirts

### **Hasting Entertainment Store**

May 1999- May 2012

Team Leader/Events/Book Department Lake Havasu City, AZ

- Supervising other employees. End of Day audits and deposits. Customer service. Stocking and managing product displays. assisting customers with searching for product and deciding on a purchase. Shipping product via USPS. Shipping. Planning and overseen all events we hosted.

## **Skills**

### **General Skills**

- Customer service, Register, Sewing, Sculpting, Event planning, Photography

### **Computer skills**

- Digital graphics, HTML5/CSS, JavaScript, E-commerce, Internet, Web Design, Game Design
- Windows Microsoft productivity software: Word Excel, Access, PowerPoint
- Adobe Creative Suite: Photoshop, InDesign, Illustrator

## **Education**

- Art Institute of Pittsburgh Associate of Science: Web Design & Interactive Media Completion in 2017 GPA 3.8
- Mohave Community College Computer Graphic and Web Design: Certificate Completion in 2015 GPA 3.5
- New York Institute of Photography Portrait Photography: Certificate Completion in 2018