Hazel Bonwee

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**Objective:**

Hardworking and reliable individual seeking for a job as Advertising Clerk

**Summary of Qualifications:**

* Excellent oral and written communications skills
* Effective, persuasion, time management, decision making and customer service skills
* Advanced computer skills
* Knowledgeable in design principles and production processes
* Excellent mathematical and analytical skills
* Excellent interpersonal ,organizational, project management  skills
* Outstanding copy writing skills
* Ability to write reports, business correspondence and procedures

**Career Experiences:**

2004- To Present: **Advertising Clerk**; Media star Advertising Co.; Casper, Wyoming

* Compiles and verifies conformance of  advertising orders  for submission  to publishers
* Reviews orders received from advertising agencies to determine specifications
* Computing cost of the advertisement based on its specifications
* Posting cost data on order and worksheets

2002-2004: **Advertising Clerk**: Arts Bloom Advertising Ltd.; Casper, Wyoming

* Manually use rulers to measure and verify conformity to specifications
* Provide clerical and administrative support
* Communicate clients and follow-up new interested clients
* Verify all data for publication and assure that all meets the specifications conformance

**Education:**

2008**-**2001; **Bachelor of Science in Advertising**; University of Casper