

# Angelique R. Roy

171 Glenkirk Drive | Blacklick, Ohio 43004

Phone: 614.707-3901 | Email: royangelique@hotmail.com

**Thank you** for taking time out of your busy schedule to read my information. I'm currently searching for a part-time or full-time position in office administration, marketing, graphic design or web development or as a professional cleaner. I have an associate's degree in computer science with emphasis in Web Development/Graphic Design. While my resume will showcase the merit I have contributed throughout my career, allow me to provide a quick breakdown of what you can anticipate from me:

- **Web Development:** 7+ years with an in-depth understanding of JavaScript, CSS, HTML, XHTML, PHP, and MySQL. I'm very proficient with Adobe Dreamweaver, FrontPage and Open-Source Content Management Systems particularly WordPress. I have front-end and back-end experiences. I have a solid understanding of designing for best practices, such as, site functionality, interaction, site architecture, user interfaces, intuitive navigation structures, advertising and Search Engine Optimization, along with an in-depth knowledge of diverse web browsers, website analytics, social media and HTML email distribution systems.
- **Graphic Design:** 10 years of using Adobe Dreamweaver, Photoshop, Illustrator and InDesign. Proficient in Microsoft FrontPage.
- **Experience:** 20+ yrs. of office administration experience with a typing speed of 45 wpm. 5+ yrs. of being a Customer Care Specialist; maintained always being courteous and friendly with the ability to tactfully deal with people and handle conflict and confrontation. 7 yrs. of human resources experience. 10+ yrs. with collections experience. 9 yrs. combined of accounts payable & accounts receivable. 5 yrs. of processing payroll through ADP.
- **Character:** I lead through positive influence and demonstrate strong character; I build partnerships and model a conscious balance between work and my personal life. I consider myself to be a role model with leadership qualities, motivation, inspiration, passion and trust.
- **Avid Learner:** I'm detailed oriented, and I enjoy learning. Reading is my favorite pastime. My work area is always neat and organized as it helps me to be a better thinker. I'm open to diverse ideas. I embrace technology. I plan and organize well, setting a clear and simple course of action, staying focused on the most important priorities.

I'm hopeful my education, experience and accomplishments will demonstrate my versatility, strong analytical skills and decision-making abilities. I'm very passionate. If you have an opportunity, please view my online portfolio at <http://www.dialowebdesigns.com/angeliqueroy/>, I've also enclosed my resume for review.

I would like an opportunity to speak further and discuss how I could contribute to your company. Have a wonderful day.

Sincerely,

**Angelique Roy**

Enclosure: Resume and work history

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**OBJECTIVE:** Searching for a part-time or full-time position

## COMPUTER SKILLS

- **Microsoft Office Applications:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint.
- **Design Applications:** Lotus Freelance Graphics, Desktop Publishing with PageMaker, AmiPro, Window Works 2, Corel Draw, Adobe Creative Suite, FrontPage, and Quark Xpress.
- **Platforms:** Able to work with Windows and MAC.
- **Accounting Applications:** SBT Accounting software, Peachtree Accounting, Business Works Accounting and ADP Payroll.
- **General Office Applications:** Laserfiche, Spiceworks, Word Perfect, Lotus, First Choice, Dbase III+, AS/400, Windows, Novell NetWare, LANtastic, MS-DOS, DOS. Goldmine, Tele-Support Help Desk, Net Suite, Lotus SmartSuite 96 which includes Lotus Word Pro, Lotus Organizer, Lotus Approach, Lotus 1-2-3, and Lotus CC:Mail.

## EMPLOYMENT HISTORY

- **May 1999 to present:** Supervisor Professional Cleaner. RHR Cleaning Services, PO Box 247301 Columbus, Ohio. Phone: 614-383-7260
- **May 2010 to April 2015:** Web Developer/Graphic Designer/Advantage Membership Representative. MedFlight 2827 W. Dublin Granville Road, Columbus, Ohio 43235. Phone: 614-734-8001
- **Nov 98 to July 09:** Customer Care Specialist. Percipia/Docomointertouch, 858 Morrison Road, Gahanna, Ohio 43230. Phone: 614-751-2000
- **Dec 05 to June 06 & April 03 to Dec 03:** Front Desk Clerk/2<sup>nd</sup> Job Earning. Staybridge Suites Hotel, 2890 Airport Drive, Columbus, OH 43219. Phone: 614-473-9888
- **March 98 to Nov 98:** Admin. Assist/Temporary Position. Westwater Supply Corp. P.O. Box 24490, Columbus, Ohio 43224. Phone: 614-261-6014
- **June 97 to Nov. 97:** Admin. Assist/Temporary Position. Bank One. 100 E. Broad Street, Columbus, Ohio 43215. Phone: 614-248-0032
- **June 95 to May 97:** Billing Clerk. Inter-Tel Technologies. 3641 Ridge Mill Drive, Hilliard, Ohio. Phone: 614-684-2500
- **March 95 to Oct 95:** Collector/2<sup>nd</sup> Job Earning. National Revenue Corp. 2323 Lake Club Drive, Columbus, Ohio 43232. Phone: 614-864-3377
- **March 93 to Sept 94:** Clerk Typist/College Work Study Position. Columbus State. 550 E. Spring Street, Columbus, Ohio 43215. Phone: 614-287-2664
- **Sept 89 to July 90:** Clerical Support/Intern Position. State Office Tower. Public Information Dept. 30 E. Broad Street, Columbus, Ohio 43215. Phone: 614-466-6650

**EDUCATION:** Associate of Applied Science in Computer Science from CSCC

**REFERENCES AVAILABLE UPON REQUEST**