

Cynthia Zubko

Lombard, Il

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EDUCATION:

The Illinois Institute of Art-Schaumburg
Bachelor of Fine Arts in Game Art & Design,
June 2008
Dean's List Winter, Spring & Summer 2007
President's List Winter & Spring 2008

Columbia College Chicago, Chicago, Il
Bachelor of Fine Arts in Illustration
January 2003

TECHNICAL SKILLS:

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Autodesk 3D Studio Max
Flash 8.0 & 9.0

Unreal 2004 Editor
Dreamweaver CS3
Microsoft Word
Microsoft Excel
Microsoft Powerpoint

TRADITIONAL SKILLS:

Painting (watercolors & acrylic)
Photography
Pen & Ink
Colored Pencils

Marker Renderings
Type over 70 WPM
Quick 10-key
Oil Pastels

PROFESSIONAL WORK:

"Realms of Twilight"
Silver Crescent Publishing
World Map & border illustrator
Digital Illustration
2010

Ice Skate Birthday Party
Designed & Painted Large Scale Acrylic
Banners
2006

Oswego Middle School Teachers
Pencil Render from Photograph,
Marker & Ink caricature
2005 & 2006

WORK EXPERIENCE:

Warehouse Shipping Clerk, Optimum Nutrition 4/2009--Present (temp 1/09--4/09)
-Schedules & coordinates all shipments leaving the warehouse
-Creates invoices & Bills of Lading for all large shipments
-Responsible for invoicing two million dollar high profile customers
-Collects data for daily warehouse performing spreadsheet

Sales Associate, Home Depot 6/2007-4/2009
-Provides friendly customer service at the paint desk
-Helps customers make color choices to best suit their needs
-Responsible for providing information on product features & tips on painting

Customer Service Representative, Receivable Management Services 3/2003-7/2006
-Promoted from Team Leader of Service Reps
-Responsible for serving as a liason between RMS & key clients as well as meeting their individual needs & requirements
-Instructed & guided the two services reps. working beneath me to maximize workflow for two high revenue/high profile customers/telecommunications & office supplies
-Helped organize weekly report files into a manageable filing system
-Exceeded monthly revenue objectives for several months in a row



VOLUNTEER WORK:

Ellis House Equestrian Center 10/2009
Out of the Darkness Overnight Walk 6/2009
Naperville Humane Society 10/2005-3/2006