



DEIDRA DRAKE

deidradrake.com | Dayton, Ohio | (937) 657-4009 | deidranitz@gmail.com

SUMMARY

Customer Service background in work environment

- Strong face-to-face customer service skills
- Ability to quickly gain rapport with customers
- Customer-focused approach
- Ability to work independently with little supervision

EXPERIENCE

Performance Wraps

Graphic Designer

September 2017 - November 2017

Moraine, Ohio

- Conferred with clients to determine needs
- Collaborated with others to develop or refine designs
- Reviewed art or design materials
- Created computer-generated graphics
- Drew detailed or technical illustrations
- Maintained records, documents, or other files

Victoria's Secret

Sales Associate

November 2015 - December 2016

Miamisburg, Ohio

- Worked with customers to find the proper products
- Top seller of new credit card applications
- Earned Employee of the Month
- Trained new and seasonal employees
- Received numerous customer appreciation letters
- Maintained all areas of store including displaying and organizing merchandise

Orthopedic Institute of Dayton

Office Assistant

September 2013 - March 2014

Dayton, Ohio

- Prepared and managed patient files
- Responded to general inquiries from members, staff, and clients via e-mail and fax
- Checked all patient files for accuracy and outdated information
- Coordinated information with other office professionals

EDUCATION

School of Advertising Art

Kettering, Ohio

*Associate Degree of Applied
Business in Advertising Art*

Graduation: June 2018

Sinclair Community College

Dayton, Ohio

Health Sciences

Dayton Christian High School

Miamisburg, Ohio

High School Diploma

Graduation: June 2013

Four-sport varsity athlete

Congressional art award winner

Very active with community service/ missions trips

Excels in Adobe Illustrator, Photoshop, and InDesign