**Elizabeth Miller**

817 Nancy Drive, Marion OH 43302

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Tel: (740) 387-1286

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**EDUCATION**  Ohio State University, 2006 – 2007

 Currently pursuing Degree

 EHOVE Ghrist Adult Career Center, Milan OH, 2004 - 2005

 Paralegal Certificate and CLA (Certified Legal Assistant) exam preparation

Barbados Community College, Barbados, 1995 - 1999

Bachelors of Fine arts, Major Graphic Design

**OBJECTIVE** Seeking a challenging position where my acquired skills and experience will be utilized toward continued growth and development.

**WORK** Bohecker College, Columbus OH; November – December 2007

**EXPERIENCE** **Receptionist:** - answering phones, producing documents

Ashland University, OH; March – September 2006

**Administrative Assistant: -** Proposal research and layout for approval of University. Alpha data entry and layout of a University Manual.

Ohio Coalition for the Education of Children with Disabilities, 2006

**Freelance Graphic Designer: -** Designing Power Point Presentations for staff to use at training seminars to educate professionals, parents and teachers about children’s rights. Alpha data entry and designing images and animation.

Armstrong Cable, OH, November 2005 – March 2006

**Customer Service Representative**: - Accounts receivable, taking payments and posting them. Helping customers with questions, various situations and billing. Getting Installers work orders and equipment ready, in putting it into customer accounts and tech status. Servicing equipment and putting it into various inventories.

Diebold, OH, November 2005 – May 2006,

**County Technician: -** Support specialist position, fixing problematic machines at precincts, making sure poll workers understand how to use machinery.

Public Defender of Huron County, OH, July - September 2005

**Internship as a Legal Assistant: -** Preparing various pleadings (alpha data entry), motions and letters. Doing research. Filing documents at Municipal, Juvenile and Common Pleas Courts. Answering the phones, helping clients, filling court dockets and placing them into the schedule. Getting attorneys cases ready for the next day.

Pronto Marketing and Printer Brokerage, Barbados, 1999 – 2002

**Graphic Designer: -**  Designing magazines, print advertisements, business identities, packaging and all kinds of media design. Creating layouts and preparing them for prepress, proofreading, file conversion, scanning and color correction. Managing production from creation to publication, delegating with clients and working within extreme deadlines.

**REFERENCES** Available upon request