

Mandy Forte

Detail-oriented professional with experience in customer service. Frequently praised as hard-working by peers, I can be relied upon to help your company achieve its goals.

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EXPERIENCE

Fayetteville Christian School, North Carolina — Teaching Assistant

Aug 2021 - May 2022

- Assisted the teacher with lessons, organized paperwork, and kept track of schedules.
- Developed and maintained consistent, positive relationships with children.
- Identified and suggested creative sources to help students grasp complex subjects or concepts.
- Created and maintained a clean, safe and organized learning environment.
- Engaged with learners to promote student dialogue and positive interaction.

Hydro Systems, Ohio — Receptionist

2009 - 2010

- Displayed pleasant and professional voice and demeanor, positively representing organization.
- Paged individuals when necessary and employees without voicemail.
- Maintained various office or program records using a secure filing system.
- Handled frequent work process interruptions with flexibility and poise.

Office Max, Ohio — Impress sales rep.

2008 - 2009

- Created visual aids and documents with Adobe Creative Suite.
- Adapted to and remained flexible in a changing, fast-paced work environment.
- Provided product information to customers and aligned products with customer needs to boost satisfaction.

SKILLS

Knowledge of Adobe Creative Suite

Creative thinking

Time management

Outstanding Communication Skills

EDUCATION

Rocky Mountain College of Art + Design, Art Education

2021 - present

The Art Institute of Cincinnati - Ohio, Ohio — Associates Graphic Design

Graduated 2009

