Heather A. Chevalier   246 SW 43rd Terrace, Cape Coral, Florida - hdesign28@yahoo.com - 508.364.2495

A driven, creative and organized individual interested in being challenged in any positive working environment.

Education: Bachelor Of Fine Arts in Graphic Design / Letterform, Umass Dartmouth - 1995

Design Skills: MAC or PC Platform: QuarkXpress - Adobe Photoshop - Illustrator - InDesign

Office Skills: Excel - Microsoft Outlook - Appfiles - QuickBooks - ACH, Credit Card Reconciling - Right Networks

Experience:

Pfeifer Realty Group - Periwinkle Way, Sanibel, Florida   2013 - Present

Office Manager: 2016 - Present
Manage the day-to-day operations of a Real Estate Brokerage including real estate agents and administrative employees. Coordinate brokers schedule, Pay invoices thru Quickbooks, Pay all agent commissions on closing transactions through ACH, Daily bank deposits, Monthly credit card reconciling, train and set up all new employees on our software and the Real Estate MLS. Responsible for independent judgement concerning assigned duties, including making decisions in accordance with company policies.

Marketing: Responsible to set up print ads and send out to publications for printing. Set up postcards for direct mail campaigns. Keep track of monthly sales top producing agents, and monthly list of properties sold. Update office website with current closed transactions. Annual update of Tax information on all office Property listings.

Closing Coordinator: 2014 - Present
Process new contracts, write contracts and addendums, work with clients from start to finish through the real estate property buying process. Working directly with title companies, lenders, banks, agents and clients. Update current data and base of client sales, including adding new clients to the companies sphere of business.

Client Care Coordinator: 2013 -2014
Greet clients, answer phones, schedule showings, organize Brokers schedule and daily calendar with appointments.

Freelance Graphic Designer | Social Media Marketing   2010-2013:

Self -employed graphic designer providing logo design, brochures, direct mail pieces, ads, corporate identity packages and social media for personal business sphere of clients.

Cup a' Joe Coffee Shop - West Main Street & Rte 28 South Yarmouth, MA   2003-2010

Manager and Co-Owner of Cup a' Joe Coffee Shop. Served customers, worked directly with vendors, placed orders, kept tracked of pricing, created marketing materials, menus, signage and posters. Made daily deposits. Managed day-to-day operations of the business.

Pierce-Cote Advertising - 911 Main Street Osterville, MA 2003-2009

Graphic Designer Responsible for concepts and creative design of projects from beginning to completion.
Working with other designers in collaboration prioritizing work and overseeing specific assigned projects.
Designed corporate and small business logos, print ad campaigns, billboards, magazines and more.

Griffin Publishing - 616 Main Street Dennis, MA   1998

Assistant Production Manager: Managed 2 other designers and worked directly with the production manager.
Created 5 newspapers per month, responsible for layout, paste-up, ad designing and color breakdowns for the press run.

Cape Cod Times - 319 Main Street Hyannis, MA 1997-1998

Computer Training Consultant & Graphic Designer Trained and educated individuals on windows & QuarkXpress.
Created a course outline form both training programs. Worked on design projects for the creative team on as a freelance designer.

Mirando Publishing Inc. - DBA Travelhost of Cape Cod - Huckinsneck Rd Centerville, MA   1995-1997

Graphic Designer: Responsible for concepts and creative design of projects from beginning to completion.
Responsible for all design work and magazine layout.

Production Manager: Responsible for the day-to-day management and operation of a small franchise.
Prepared entire magazine each month for the press including proofing and color process.
Created a working system with procedures that the company utilized daily. Trained individuals to use QuarkXpress on PC platform.