# Matei Carter

*Production Assistant / Graphic Designer*

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| **Profile**  Resourceful professional with 9 years of experience spanning hospitality, retail sales, logistics, and creative design. Proven ability to adapt quickly to new environments, manage multiple tasks simultaneously, and maintain a positive attitude under pressure. While my background is centered on hands‑on operational roles and visual communications, I bring strong interpersonal skills, a dependable work ethic, and a willingness to learn new systems. Seeking a role where my diverse experience can add value, even though it does not directly align with traditional customer‑service or insurance-focused positions.  **Skills**  Technical / Tool Skills, Soft / Transferable Skills  **Languages**  English — Native speaker  Spanish — Conversational  **Awards**  Employee of the Month, TechMart Electronics (Oct 2017) | 2017-10-01  TechMart Electronics  Exceeded sales quota by 18 % and received commendation for customer satisfaction.  Community Mural Project Lead, Spokane Arts Initiative (2019) | 2019-01-01  Spokane Arts Initiative  Coordinated a team of volunteers to design and paint a 30‑ft mural in the downtown arts district; project featured in the local newspaper.  **Certifications**  Forklift Operator Certification – OSHA‑approved, 2019 | 2019-01-01  **Interests**  Hiking, street photography, vintage record collecting | **Experience**  **Production Assistant at Riverbank Theatre Company**  01 Mar 2022 – Present  Support set construction, prop handling, and backstage logistics for a seasonal theatre schedule of 12 productions per year. Coordinate deliveries of costumes and technical equipment, ensuring compliance with safety regulations. Maintain production calendars and communicate schedule changes to cast and crew via email and Slack.   * Support set construction, prop handling, and backstage logistics for a seasonal theatre schedule of 12 productions per year. * Coordinate deliveries of costumes and technical equipment, ensuring compliance with safety regulations. * Maintain production calendars and communicate schedule changes to cast and crew via email and Slack.   **Freelance Graphic Designer at Self‑Employed**  01 Jan 2020 – 01 Feb 2022  Produced branding assets, flyers, and social‑media graphics for local small businesses and community events. Managed client communications, quotations, and invoicing using QuickBooks. Delivered projects within tight deadlines while balancing multiple concurrent briefs.   * Produced branding assets, flyers, and social‑media graphics for local small businesses and community events. * Managed client communications, quotations, and invoicing using QuickBooks. * Delivered projects within tight deadlines while balancing multiple concurrent briefs.   **Warehouse Assistant at LogiTrans Distribution**  01 Jun 2018 – 01 Dec 2019  Operated forklift and pallet jack to load/unload freight, maintaining a 99 % accuracy rate on inventory counts. Performed cycle counts, assisted with order picking, and updated records in the WMS system. Assisted in implementing a new labeling protocol that reduced pick errors by 12 %.   * Operated forklift and pallet jack to load/unload freight, maintaining a 99 % accuracy rate on inventory counts. * Performed cycle counts, assisted with order picking, and updated records in the WMS system. * Assisted in implementing a new labeling protocol that reduced pick errors by 12 %.   **Retail Sales Associate at TechMart Electronics**  01 Aug 2016 – 01 May 2018  Engaged customers on the sales floor, demonstrated product features, and processed transactions through POS systems. Recognized as Employee of the Month (October 2017) for exceeding sales targets and delivering excellent service. Trained new hires on store policies, cash handling, and basic troubleshooting of consumer electronics.   * Engaged customers on the sales floor, demonstrated product features, and processed transactions through POS systems. * Recognized as Employee of the Month (October 2017) for exceeding sales targets and delivering excellent service. * Trained new hires on store policies, cash handling, and basic troubleshooting of consumer electronics.   **Barista at Brewed Awakening Café**  01 May 2014 – 01 Jul 2016  prepared specialty coffee drinks, managed a high‑volume service line, and maintained cleanliness standards. Handled cash and card transactions, balanced registers, and performed end‑of‑day reconciliation. Organized weekly inventory orders for beans, pastries, and supplies.   * prepared specialty coffee drinks, managed a high‑volume service line, and maintained cleanliness standards. * Handled cash and card transactions, balanced registers, and performed end‑of‑day reconciliation. * Organized weekly inventory orders for beans, pastries, and supplies.   **Education & Training**  **Associate of Applied Science (incomplete), Graphic Design**  Spokane Community College  01 Jan 2013 – 01 Jan 2015  **Bachelor of Arts (unfinished), History**  University of Washington  01 Jan 2015 – 01 Jan 2017  **References**  **Available upon request**  References: Available upon request. |