

James Kaufman

Experienced and reliable administrative and creative professional with a consistent record of taking on and overcoming challenges, with a passion for helping others achieve their goals. A skilled active listener who excels at problem-solving and interpersonal relations, working to understand difficult issues through analysis and examination.

Experience

- 2014 - Present** **Graphic Designer & Customer Service**
Minuteman Press, Eau Claire, Wisconsin
Layout, design, and printing of various business, organizational, and customer documents, including newsletters, booklets, flyers, business cards, forms, checks, and other publications
- 2016 - Present** **Customer Service**
Hansen's Corner Store, Eau Claire, Wisconsin
Assisting customers with purchases, monitoring and ordering inventory, cash management
- 2013 - Present** **Graphic Designer**
JONAH (Joining Our Neighbors, Advancing Hope), Eau Claire, Wisconsin
Layout and design of not-for-profit organization's annual yearbook, as well as various other publications; began as a paid intern, continued as a volunteer
- 2009 - 2013** **Respite Aide**
Department of Corrections, Stanley, Wisconsin
Assisted handicapped/injured individuals with daily activities such as meals, cleaning, and transportation
- 2007 - 2008** **Typist / Office Assistant**
Eau Claire Press Company, Eau Claire, Wisconsin
Typing, proofreading, page proofing; mailroom processing and distribution

Education

- 2018 - 2020** **Master of Arts - English Literature (2020)**
Mercy College, Dobbs Ferry, New York
- 2016 - 2018** **Bachelor of Arts - English (2018)**
Granite State College, Concord, New Hampshire
- 2013 - 2015** **Associate of Science - Executive Assistant (2015)**
Chippewa Valley Technical College, Eau Claire, Wisconsin

Certification

ProLiteracy America

Volunteer Activities

- CVTC Pride Alliance - Organizing and promoting student diversity organization; fundraising; represented Student Government Association at events; promoted diversity, equality, and inclusion for all students
- Feed My People Food Bank - Office Assistant

Contact Info

Phone
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E-mail
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www
www.kaufmanj1973.com

LinkedIn
/in/kaufmanj1973

Skills

Microsoft Office Suite
Adobe Creative Suite
Desktop Publishing
Social Media - Facebook, Twitter, Instagram
Digital Marketing & E-Mail Campaigns
Windows PC & Apple Macintosh
Typing speed: 113 wpm
10-key entry: 292 kpm
Customer service
Telephone reception

Soft Skills

Adaptable & flexible
Pays attention to detail
Effective communications
Courteous
Creative thinking
Enjoys helping others
Enthusiastic
Friendly
Willing to lead
Active listening
Open-minded
Patient
Positive attitude
Sense of humor
Willing to learn