

Carol Taldo

Work Experience

SELF-EMPLOYED , INDIAN TRAIL, NC

Graphic Designer, May 2000 – Present

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts. Interact with clients on a daily basis by chat, email and phone. Work in a home-based office.

SPRINT, KANSAS CITY, MO

Sales/Customer Service Supervisor, Nov 1992 – Apr 1997

- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Resolve customer complaints regarding sales and service.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.

Education

JOHNSON COUNTY COMMUNITY COLLEGE, OVERLAND PARK, KS

- Associate's Degree in Commercial Art

Additional Skills

- Have all necessary equipment for a home office. Experience with Mac, PC, Adobe Illustrator, Adobe Photoshop, Acrobat, Microsoft Word, Excel, Power Point, Google Docs, Drop Box, email, chat, social media, desktop, laptop, iPad and iPhone.