



Dorothy Mae Burchmore  
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## OBJECTIVE

I possess excellent communication and public relation skills that allow me to comprehend, interpret and evaluate client needs. I have the ability to work effectively with people at all professional levels. My ability to listen attentively and follow direction has been proven to be one of my most valuable assets. I practice honesty and self-discipline demonstrating self-confidence and perseverance. To fully utilize these skills I am seeking a long-term career opportunity with a progressive business organization, which will allow for unlimited growth and advancement opportunities.

## EDUCATION

Coleman College  
Computer Graphic Design  
San Diego, CA  
March 2009 - December 2010

San Diego County Regional Occupational Program  
Printing & Graphics Technology  
September 1995 - June 1996

## EXPERIENCE

PetCo  
Sales Associate  
San Diego, CA  
November 1996 - April 1999  
*Assisted customer with purchases, cashier, warehouse duties including stocking displays, receiving, opening and closing of store and cleaning store. Taught dog obedience training and assisted with grooming.*

PullTarps  
Machinist/Fabrication  
El Cajon, CA  
May 1999 - May 2001  
*Assisted with racecar fabrication. Assembled truck tarping systems. Various warehouse duties including, shipping and receiving, inventory, special order filling and quality control.*

Kathy's Country Pet Shop  
Sales Associate  
Ramona, CA  
July 2006 - January 2007  
*Assisted customers with purchases, cashier, warehouse duties including stocking displays, receiving, opening and closing of store and cleaning store. Also assisted with grooming.*

## PROFESSIONAL SKILLS

### Design

- ♥ Web Design
- ♥ Creative Concepts
- ♥ Print Layout
- ♥ Logo Design
- ♥ Image Editing

### Software

- ♥ Adobe Dreamweaver
- ♥ Adobe InDesign
- ♥ Adobe Photoshop
- ♥ Adobe Illustrator
- ♥ Adobe Flash
- ♥ Microsoft Word
- ♥ Microsoft Excel
- ♥ Microsoft PowerPoint