

Kris A. Chelf

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Objective

Web or Graphic Designer position that will allow me to use my creative skills and extensive computer knowledge.

Profile

Motivated, personable business professional with multiple college degrees and a successful 14-year track record designing and creating catalogs, newsletters, brochures, business graphics and Internet marketing websites. Talent for quickly mastering technology including Microsoft Office products, Macromedia web design software, scanning equipment, photo editing and desktop publishing programs. Diplomatic and tactful with professionals and non-professionals at all levels. Demonstrated history of producing accurate, timely reports to Directors, Senior Vice-Presidents and CEOs.

Skills Summary

- Web Design
- Graphic Design
- Desktop Publishing
- Layout and Design
- Spreadsheet
- Database Management
- Computer Hardware
- Accounting / Bookkeeping
- Bank Reconciliation
- Report Preparation
- Written Correspondence
- Training and Instruction

Professional Experience

WEBMASTER / GRAPHIC ARTIST

- ▶ Redesigned website for Surplus Sales of Nebraska to include a shopping cart which increased sales 30%.
- ▶ Design and create monthly ads for CQ and QST magazine.
- ▶ Developed eight marketing websites for local companies.
- ▶ Install, edit and maintain CGI / PERL web programming scripts for websites.
- ▶ Experienced in HTML / CSS / JAVASCRIPT.
- ▶ Scan images and photos, re-touch, enhance and prepare for web using Adobe Photoshop.
- ▶ Skilled in FTP and Telnet software.
- ▶ Developed marketing materials using advanced desktop publishing techniques, receiving National recognition from BFL & S Magazine.
- ▶ Enhance graphics for company labels and logos.
- ▶ Ability to meet deadlines and satisfy customer needs in all areas.
- ▶ Adept at learning new / updated software.

ACCOUNTING / GENERAL OFFICE

- ▶ Accounts Payable / Payroll Accounting.
- ▶ Analyze merchant service statements and bank reconciliations.
- ▶ Create month-end reports for tax preparation.
- ▶ Advanced spreadsheet design involving pivot tables, filters, charts and macros.
- ▶ Maintain database information relating to merchant processors.
- ▶ Developed a form used company-wide by programmers and technical assistants.
- ▶ Enter financial information into company accounting systems.
- ▶ Create memorandums, contracts and reports.
- ▶ Skilled in all Microsoft Office software products.
- ▶ Instructed legal personnel in spreadsheet software.

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Employment History

SURPLUS SALES OF NEBRASKA — Omaha, Nebraska

Webmaster / Graphic Artist

September 2003 - Present

MEMBERWORKS INCORPORATED — Omaha, Nebraska

Billing / Financial Analyst

May 2000 - May 2003

PROFORMA MARKETING RESOURCES — Council Bluffs, Iowa

Graphic Artist / Webmaster - (Contract work only)

June 1997 - May 2003

OASIS TECHNOLOGIES — Omaha, Nebraska

Graphic Artist / Software Engineer

May 1999 - May 2000

RIVER CITY ENTERPRISES — Council Bluffs, Iowa

Webmaster / Accountant

October 1995 - May 1999

FIRST DATA RESOURCES — Omaha, Nebraska

Billing Accountant / Technical Assistant

September 1994 - October 1995

Education

UNIVERSITY OF NEBRASKA AT KEARNEY — Kearney, Nebraska

Bachelor's of Arts in Industrial Education, 1982

GPA: 3.45 / 4.0

Honors: Dean's List (5 semesters)

BARNES BUSINESS COLLEGE — Denver, Colorado

Associates Degree - Computers / Accounting, 1990

GPA: 3.95 / 4.0

Honors: Outstanding Computer Information Processing Certificate

METRO COMMUNITY COLLEGE — Omaha, Nebraska

GPA: 4.0 / 4.0

Course Work: Photoshop / Quark XPress / Color Separation

Computer Skills

- Windows NT / 2000 / XP
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Dreamweaver
- Adobe Fireworks
- Adobe Flash
- CSS / HTML / DHTML
- Microsoft Excel
- Microsoft Word
- Microsoft Access
- Microsoft Publisher
- Microsoft PowerPoint
- Microsoft Outlook
- Quark XPress