



# Alison Dahl

5002 Autumn Leaf Ln. #302

Madison, WI 53704

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## Summary of qualifications:

Designed various Freelance pieces for local clients  
Education in Graphic Design  
2 years office experience  
10 years customer service experience

## Computer Skills:

Proficient in:	Knowledge in:
Adobe InDesign	HTML
Adobe Quark Xpress	Excel
Adobe Photoshop	
Adobe Illustrator	
Microsoft Word	

## Education:

Madison Area Technical College 2010  
Madison, WI  
Associates Degree Graphic Design

Seafarers Harry Lundenburg School of Seamanship 2007  
Piney Point, Maryland  
STCW (Seafarers Training Certification and Watchkeeping)

Parker High school 1998  
Janesville, WI

## Work History:

National Guardian Life  
Madison, WI  
Current

Imaging Specialist

Image documents into OnBase, data entry, open & image mail, disburse to different departments through PC.

Picasso's  
Madison, WI  
1/2008-5/2008

Server

Greeted customers, answered phones, took and delivered orders, prepared salads, standard cleaning etc.

Capitol Newspapers  
Madison, WI

8/2005 - 4/2008

Distribution Expediter

Insert ads, count papers coming from press, Quality check for bad papers. Prep paperwork for trucks, track truck times. Track ads for each zip code. Move skids using pallet jack. Etc.

References & portfolio available upon request