

# Talitha Harry

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## Professional Summary

A hard-working, innovated learner with a strong passion for creativity and design looking towards a position to help further skills and knowledge in HTML, CSS, WordPress, etc. with the opportunity to create and design as well.

## Skills

- Excellent communication
- Time management skills
- Graphic Design
- Microsoft Office
- Quick learner
- HTML5
- CSS3
- WordPress
- Adobe Creative Suite

## Experience

### **Office Administrator/Estimating Assistant - DJM CAD & COORDINATION, Schnecksville, PA (2020-Present)**

- Provide quotes based on contract drawings provided
- Use Business Contact manager (Outlook) to update accounts and contacts
- Answer phones and transfer to the appropriate person
- Take and distribute accurate messages
- Scan and copy documents
- Maintain office / project management filing and storage systems
- Update and maintain databases such as mailing lists, contact lists and client information
- Update and maintain internal staff contact lists
- Proofread, type documents, reports and correspondence
- Co-ordinate and organize appointments and meetings
- Monitor and maintain office supplies & equipment
- Perform work related errands as requested such as going to the post office and bank

### **Digital Media Marketing Designer - Contractor, Allentown, PA. (2019-Present)**

- Developed a professional business card for a home renovation business
- Currently building a multi-page, mobile responsive website ([ajdevconsultant.com](http://ajdevconsultant.com))

### **Digital Media Marketing Designer - Contractor, Allentown, PA (2019)**

- Developed professional media advertisement advertising a musical concert
- Collaborated with client on creation of digital advertising poster

### **Sales Associate – KFC, Whitehall, PA (2016-2019)**

- Facilitated improvements in customer Service and client retention
- Coordinated Customer order process efficiently and complete customer transactions in a timely manner; thereby, increasing revenue.

### **Student - Lehigh Carbon Community College, Schnecksville, PA (2018-2019)**

- Designed a system for housing information concerning menu items and allowing them to be purchased on the school website. Developed a clear-written proposal and used Oracle SQL to create a database for housing and accessing information.
- Designed an analysis of implementing an inventory management system for the restaurant supply company. Responsible for establishing and writing documentation for the system requirements, system implementation, and systems support.
- Developed a project where a fundraiser was organized to help support a non-profit organization. Developed a clear, easy to follow schedule and budget, and kept well within the declared timeline.

#### Education and Training

Associate of Applied Science: Computer Science – Web Design and Development  
Lehigh Carbon Community College – Schnecksville, PA

- 3.9 GPA
- Phi Theta Kappa Member
- Dean's List Honoree Fall 2017, Spring 2018, Fall 2018, Spring 2019 • Read French and French Créole.