

Rachel  
Klemm

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## EDUCATION

Western Michigan University  
Bachelor of Arts in Film, Video, & Media Studies  
2005-2007

Grand Rapids Opportunities for Women  
Graduated from the "Mind Your Own Business"  
Small Business Creation Class  
2010-2011

## EXPERIENCE

World Source Tech, LLC  
Website Designer and Marketing Professional  
January 2012-Current

Driesenga & Associates, Inc.  
Administrative Assistant  
April 2011-December 2011

Kramer Entertainment, Inc.  
Graphic Designer  
November 2009-August 2010

## SKILL SET

### GRAPHIC DESIGN

●●●●● Adobe Photoshop CS5  
●●●●● *Photo Editing/Retouching*  
●●●●○ Adobe Illustrator CS5  
●●●●○ Adobe InDesign CS5

### CONTENT MANAGEMENT SYSTEMS

●●●●○ Joomla!  
●●●●○ Website Tonight

### WEBSITE DESIGN & MARKETING

●●●●○ Adobe Dreamweaver CS5  
●●●●○ *HTML*  
●●●●○ *CSS*  
●●●●○ Search Engine Optimization  
●●●●○ Blogging

### MICROSOFT OFFICE

●●●●● Microsoft Word  
●●●●○ *Typing Speed/Accuracy*  
●●●●● Microsoft Power Point  
●●●●● Microsoft Excel  
●●●●○ Microsoft Access

### VIDEO EDITING

●●●●○ Adobe Premiere CS5  
●●●●○ Final Cut Pro

### OPERATING SYSTEMS

●●●●● Windows OS  
●●●●○ Mac OS