

## **CAREY STEINBERG**

San Francisco, CA

Email: [csbay04@yahoo.com](mailto:csbay04@yahoo.com)

Website: [careysteinberg.com](http://careysteinberg.com)

### **Objective**

To work in an environment that values excellent “people skills,” a great work ethic, and encourages employee development in a team atmosphere.

### **Work Experience**

DHC USA Inc. 12/2006 to 7/2008

450 Townsend St. San Francisco, CA 94107

Web Support Representative: Responsible for client development through: written and verbal communication and web support. Created dynamic charts, spreadsheets, and graphs. Database management and product sales.

Cholestech Corporation 11/2004–6/2006

3347 Investment Blvd. Hayward, CA 94545–3808

Customer Care Representative: Customer service and sales for healthcare company selling cholesterol-monitoring device. Interviewed patients and worked with physicians to provide feedback for medical tests. I also created graphic design work for the Marketing department.

Bechtel Corp-EPC Jobs Inc. 11/2001–8/2002, 5/2000–8/2000, and 1/1999–8/1999

5651 W. Talavi Blvd. Glendale, AZ 85306

Human Resources Records Clerk: Responsible for employee services including managing records, inputting and maintenance of data and mail services.

### **Education**

California State University-Hayward, Hayward, CA

Bachelor of Arts in Digital Graphics, graduated in June 2006

GPA: 3.5

Activities: Computer Lab Assistant and Photography Darkroom Assistant

Saguaro High School, Scottsdale, AZ

High School Diploma, graduated in May 1997

GPA: 3.5, Top 10% of class

### **Skills**

Software: Adobe Photoshop CS3, Adobe Indesign CS3, Adobe Illustrator CS3, Flash CS3, Dreamweaver CS3, Fireworks CS3, Corel Painter, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Quark Xpress 6.5.