

Sandra Jean-Pierre

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Portfolio: www.sandrajeanpierre.com

Summary

- Demonstrated achiever with exceptional knowledge of Adobe Illustrator, Photoshop, InDesign, QuarkXPress, graphic design principles, typography.
 - Mid-level knowledge/usage of Dreamweaver, FireWorks, web-site structures and CSS.
 - Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
 - Enthusiastic.
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Education

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| BA Degree, English Literature
<i>Florida International University, Miami, FL.</i> | <i>Spring 2010</i> |
| AS Degree, Graphic Design
<i>Miami-Dade College, Miami, FL.</i> | <i>Spring 2009</i> |
| A.A. Degree in English Literature
<i>Miami-Dade College, Miami, FL</i> | <i>2001</i> |
| Completion of Florida Notary Commission
<i>A Aaron Notary.com, Miami, FL.</i> | <i>2006</i> |
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Career History & Accomplishments

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| Royal Caribbean Cruises, Ltd., Miami, FL
<i>Administrator, Revenue Management</i> | <i>1996 -2007</i> |
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- Ensured all guarantees were assigned on Group and Individual bookings
 - Assigned staterooms for workers / vendors
 - Performed upgrades/downgrades and oversell offer
 - Processed all AFC special requests
 - Assisted the group department, customer service and individual reservations with pricing issues, stateroom issues, lost inventory and Revenue Management policies and procedures
 - Worked with product Analysts and Sr.Analysts in maintaining and maximizing ship inventory
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Acknowledgments

- Participant, School of Entertainment and Design Technology Student Show, February 2008