

Sandra Jean-Pierre

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Summary

- * Excellent Customer Service, self-starter, effective multi-tasking abilities, unparalleled writing skills, highly organized, proficient in Microsoft Word, Excel, Lotus Notes, A/S 400, Brio
- * 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

Education

BA Degree, English Literature Florida International University, Miami, FL.	April 2010
AS Degree, Graphic Design Miami-Dade College, Miami, FL.	April 2009
Florida Notary Commission A Aaron Notary.com, Miami, FL.	July 2006

Career History

Students for the Poor Florida International University, Miami, FL. Member/Graphic Designer <ul style="list-style-type: none">* Designed all print collateral for organization functions* Assisted in idea contribution for various functions* Participated in organization functions	August 2008 – April 2010
Royal Caribbean Cruises, Ltd., Miami, FL Administrator, Revenue Management <ul style="list-style-type: none">* Worked on Sovereign of the Seas bathroom tile project, where a total of 897 staterooms were blocked from inventory for a 5 month period. Project was completed within a two and a half week time frame, while maintaining other duties.* Ensured all guarantees were assigned on Group and Individual bookings* Assigned staterooms for workers / vendors* Performed upgrades/downgrades and oversell offers* 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	October 2006 – March 2007