

Christine Hendriks

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KEY STRENGTHS AND COMPETENCIES

- Ability to multi task
- Effective Communication Skills
- Detailed Oriented
- Experience with design packages
- Strong Organization Skills
- Creative thinker
- Motivated
- Conscientious
- Team Player

OBJECTIVE

Results – driven, highly motivated professional, eager to apply over 13 years of work skills and educational tools toward a career with a progressive company.

PROFESSIONAL EXPERIENCE

Freelance Animation and Motion Graphics Designer

2012- present

- Creation of motion graphics & 3D content using Adobe After Effects and Maya
- Animation, Video Editing and Character Rigging

Highline United – Hyde Park, Ma

2010- present

CORPORATE SERVICES & OPERATIONS ASSISTANT

- Responsible for full inside support to sales reps including order entry, updates and order status
- Responsible for pulling through EDI orders and sending out invoices
- Run reports, drop orders to warehouse for shipping

Puma North America, Inc. - Westford, Ma

2008 - 2010

TERRITORY ACCOUNT REPRESENTATIVE

- Responsible for full inside support to sales reps for the east coast including order entry, updates on order status, providing equivalent alternatives when necessary and managing sales reps accounts
- Communicate with both sales force and directly with customers on a daily basis
- Ensure excellent customer service and superior account satisfaction by closely monitoring orders, running reports and addressing customer/sales force needs

Aspen Skiing Company – Aspen, CO

2007 – 2008

ASSISTANT RACE DIRECTOR

- Coordinate and manage all scheduling and work assignments for racing events
- Aggregate, authorize, and submit payroll reporting based on race worker information provided
- Provide both internal and external customer service pertaining to all aspects of racing events, including fielding and responding to race participant and spectator questions, issues, phone calls, and emails
- Plan, organize, and schedule all post-race events and functions

HFC, Inc. – Nashua, NH

2006 – 2007

ACCOUNT EXECUTIVE

- Responsible for generating sales for a suite of products and services including debt consolidation, mortgage loans, personal loans, and loan refinancing
- Participate in all facets of account management including providing customer feedback and performing extensive account examination and analysis
- Ensure excellent customer service and superior account satisfaction by addressing customer/account needs

Burlington Studios – Burlington, MA

2004 - 2005

ADMINISTRATIVE ASSISTANT

- Process orders and book appointments based on photographer availability and customer demand
- Responsible for answering and directing incoming phone calls and orders
- Assist photographers in both on and off-site photo shoots, as needed

EDUCATION

3D Animation and Interactive Media, Boston University – Center for Digital Imaging Arts, Waltham, Ma

2012-2013

B.A. – Communications Studies, Plymouth State University, Plymouth, NH

2000 - 2005

- Focus on Corporate Communications and Media Studies
- Minor in Graphic Design

COMPUTER SKILLS: Microsoft Office; Microsoft Outlook; PowerPoint; multiple visual design packages including Adobe Photoshop, Illustrator, Premier, After Effects and Maya; able to adapt to new programs with minimal training