

Emily Bernardi

5439 Benttree Way
Antioch, CA 94531

Phone: 925-759-8301
emilywp@yahoo.com

Skills & Software

- ◆ Typing (80 wpm)
- ◆ Windows
- ◆ Mac OSX
- ◆ Microsoft Word
- ◆ Microsoft Excel
- ◆ Microsoft PowerPoint
- ◆ Microsoft Publisher
- ◆ Microsoft Access
- ◆ Microsoft Front Page
- ◆ Adobe PageMaker
- ◆ Adobe Illustrator
- ◆ Adobe InDesign
- ◆ Adobe Photoshop
- ◆ Adobe Acrobat
- ◆ Adobe Dreamweaver
- ◆ Adobe Fireworks
- ◆ Adobe Flash
- ◆ HTML, DHTML & CSS
- ◆ Corel Draw & Paint

Education

Anthony Real Estate School - 5/08-8/08

I took all of the courses necessary to get a real estate license. I currently have a license in California #1852820.

Diablo Valley College, Concord, California - 8/03-6/06

Computer programming, web design, graphic art.

Los Medanos College, Pittsburg, California - 8/96-12/97, 9/84-6/88, 8/01-12/01, 1/03-6/06, 1/2010-5/2010

General education, music and computer courses, graphic art, programming, web design and advanced MS Office.

Heald Business College, Hayward, California - 5/75-3/76

Administrative training program which included typing, shorthand, business English, business math and office procedures.

California State University, Hayward - 9/73-6/74

Personal Qualities

- * Extremely organized
- * Self-motivated
- * Detail oriented
- * Good with numbers
- * Great with computers
- * Neat & attractive
- * Diligent
- * Hardworking
- * Honest
- * Extremely reliable
- * Very quick to learn
- * Work in prompt & timely manner
- * Problem solver

Work History

Digital Canvas Web Design—1/05-2/09

I helped with all tasks regarding web design, designing and maintaining sites, working with graphics,

Main Street Realty—7/03-12/08

I prepared the flyers, mailers, business cards and all the other graphic design work as well as online advertising and maintaining the website. I also did other various admin tasks as needed. I still work for them on call.

Bernardi Web Design (Self Employed) - 10/96-present

I prepare various documents primarily using MS Word, MS Excel, Ms PowerPoint and Pagemaker. Extensive work on manuscripts, business correspondence, tables, contracts and other legal documents, proof reading. Creating newsletters, flyers, business cards and other graphic layout work. Proficient at multi-tasking various administrative duties. I also design and maintain websites.

Kaiser Engineers Field Office, Lawrence Livermore Lab - 9/80-3/81

Part of the administrative staff at the NOVA Construction Site. Duties included typing, filing, mail, phones, setting up meetings, diverse clerical tasks.

Eastman Kodak Company, San Ramon, CA - 6/76-12/76, 6/78-5/80

Duties included computerized inventory records, order entry, customer service various and other clerical tasks.

References

Available on request