

Omar Amigón

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917-345-9960

EDUCATION

The City College of New York – New York, NY

Bachelor of Fine Arts in Electronic Communication Design & Multimedia

Graduated Spring 2009

WORK EXPERIENCE

Hennes & Mauritz (2010-Present) New York, NY

Customer Service Coordinator

My task is an individual, who provides administrative support functions to the call center, account managers, and management. Coordinators strive hard to provide the best professional, high-level customer service for the customers of their organization. They assist in developing customer service standards, policies and procedures for the organization. Additionally, daily monitor of social media such as, Facebook, Twitter & Foursquare.

Hennes & Mauritz (2006-2010) New York, NY

Administrator

My task is the one who is responsible for business transactions on a day-to-day, month-to-month basis. The one who is responsible to verify, allocate and post transaction into the proper journals making sure that there are documents to back up any transaction. I also summarize details in the specific ledgers, keeping things in order and providing accurate statements for the owner or manager of a company.

Bridal Guide Magazine (2007-2008) New York, NY

Art Intern

Reported on a weekly basis to support the execution of the monthly magazine issues. Attended on location photo shoots. Responsible for keeping communication with all the contributors to the magazine.

AWARDS

2007 – Electronic Design & Multimedia Exhibition

Work selected by jury.

2007 – The City College Photography Exhibition

Work selected by jury

2005 – Dean's List

For an outstanding 3.4 grade point average

VOLUNTEER

The City College Art Department (2007-Present) New York, NY

Lab Monitor

Troubleshoot and maintain printers and computers in the EDM area.

Assist fellow students with production issues and the use of the design programs.

Responsible for assisting with printing and resolving printing problems.

SKILLS

Design Software Adobe Suite CS3, Flash, some knowledge Director, Dreamweaver, After Effects

Microsoft Office Word, Excel, Power Point

Languages Fluent in Spanish