

Sandra Hennick

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7021 Sand Point Way NE

Seattle, WA 98115

206-228-2608

Education

Bachelors of Arts, 2009

Studio Ceramics & Art History

Western Washington University, Bellingham, WA

Certifications

Teaching English as a Second Language, 2016

General Certification

Oxford Seminars, Seattle, WA

Software Proficiency

Microsoft Office:

Word, Excel, PowerPoint, Publisher

Adobe Creative Suite:

Photoshop, Illustrator, Acrobat, InDesign

Work History

8/16 - 4/19

Fisheries Supply Company - Fraud Specialist

I was the lead for fraud protection on orders placed over our company webpage.

- Maintaining rule-sets for identifying suspicious orders.
- Vetting orders that have been flagged as suspicious.
- Developing company practices regarding fraud.

6/16 - 4/19

Fisheries Supply Company - Tax Specialist

I was put in charge of documenting tax-exempt status for our wholesale customers.

- Keeping track of and replacing expiring reseller permits.
- Digitizing and archiving documents of exemption.
- Researching and developing training and reference documents.

3/16 - 4/19

Fisheries Supply Company - Accounting Assistant

I was the assistant to accounts receivable and the credit manager.

- Performing daily receivables and balancing twice a week.
- Calling on past-due accounts.
- Covering the reception desk during the regular receptionist's breaks.

4/15 - 3/16

Fisheries Supply Company - Cashier

- Cashiering
- Restocking

6/14 - 4/15

Northwest Schooner Society - Graphic Designer

I was the graphic designer for a historical preservation non-profit.

- Creating logos and graphics.
- Creating promotional materials and newsletters.
- Creating printable gift-shop items.

4/11 - 7/14

FedEx Office - Design Consultant

I performed customer service, print production and design.

- Graphic and document creation.
- Print production.
- Sign and banner finishing.

12/10

Prep Sportswear - Seasonal Production Assistant

- Performing 'cleaning' work on machine-embroidered textiles.
- Preparing garments for shipment.

12/08

United Parcel Service - Seasonal Delivery Assistant

- Delivered packages

8/05 - 12/05

Display & Costume - Cashier

- Cashiering
- Changing seasonal displays

12/02 - 10/08

Artforte Gallery - Web Designer

I was brought in to reformat the gallery's website, and then continue to maintain it afterwards.

- Reformatting site's HTML and replacing poor-quality graphics.
- Maintaining and updating pages of individual artists.
- Updating main page and show information page with monthly shows.

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