

wendy frink

812 E. Nutwood Ave. ✨ Fullerton, CA 92831 ✨ 714.875.1049
wendyfrink@gmail.com ✨ www.wendyfrink.com

:: EDUCATION ::

California State University, Fullerton

- ◆ B.A. in Communications
- ◆ Entertainment Studies emphasis
- ◆ Minor in Sociology

Additional courses: Intermediate Illustrator (MAC), Introduction to Interior Design

:: SKILLS ::

Proficient in PhotoShop, Illustrator, InDesign, Dreamweaver, Microsoft Office Suite, Outlook and Internet applications.

:: WORK EXPERIENCE ::

Small Shop Design, Fullerton, CA

Design Assistant (06/05-present)

Design and lay out advertisements, e-mails, websites and print materials which includes brochures, business cards, postcards, newsletters and menus. Build online HTML email campaigns. Update text and images of websites. Create illustrations for brochures and line sheets.

Clients include: Ponte Family Estate Winery, Lynn Lugo Bridal, IPWireless, Teacake Bakeshop, CBRE Richard Ellis, SusieCakes

Crawford Technical Services, Brea, CA

Unit Assistant (10/04-6/05)

Oversaw all administrative duties for 12 Claims Adjusters and Unit Manager in all aspects of insurance. Received and distributed new claims in a timely and efficient manner. Organized and maintained department correspondence.

Lucky Brand Inc., Los Angeles, CA

Retail Operations Assistant (09/03-10/04)

Handled customer correspondence and store supply need. Prepared expense reports, travel requests and invoices. Designed contests, visuals and monthly calendars.

Lucky Brand Inc., Brea, CA

Sales Associate (06/01-10/04)

Created a loyal clientele by implementing top-notch customer service. Efficiently and zealously executed all standards of procedure. Traveled to many Southern California retailers to assist in sales and operations. Opened new retail stores and support ongoing operations.

Capitol Records, Hollywood, CA

National Promotions Intern (10/02-4/03)

Assisted Vice President of Pop Promotion in all areas of National Promotion. Assisted Artist & Repertoire, Publicity and Marketing departments. Processed travel and expense reports.