



# Heidi Beutel

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## EDUCATION

2011-2014 **Central Connecticut State University, New Britain, CT**  
Bachelor of Arts in Graphic/Information Design

2009-2011 **Asnuntuck Community College, Enfield, CT**  
Associate of Science in Computer & Information Systems  
Certificate in Office User Specialist  
Certificate in Web Design

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## EMPLOYMENT

2/2008-Present **Finalsite, East Hartford, CT**  
Marketing Assistant  
Post site launches on website, get quotes from clients  
Create banners for client sites in Photoshop  
Create e-newsletters for clients using html  
Assistant for annual conference  
Create graphics for client iPhone apps

12/2007-6/2008 **Rockville Public Library, Rockville, CT**  
Assistant to Librarian, Children's Department  
Check in/out customers with books, DVDs, videos, etc.  
Helped with children's craft every Wednesday  
Returned & organized books on shelves

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## SKILLS

**Adobe Programs CS6**  
Photoshop, Illustrator, InDesign, Dreamweaver, After Effects

**Microsoft**  
Word, Excel, Powerpoint

**Photography**

**Other Programs**  
Maya