

# Bethany Nelson

BGraphicillustrator.com  
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## Education

University of Nebraska at Omaha 2023  
Bachelors of Studio Arts:  
Graphic Design

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## Experience

Kinseth Hospitality - Front Desk associate  
Bellevue, Ne  
04/2023 - Current

answer phones, book reservations, and respond to inquiries from customers  
assist with the check-in process for guests by verifying information, issue room keys, and provide directions to rooms  
handles various administrative tasks such as filling paperwork, enter data into computer systems, photocopy documents

Baker's - E-Commerce Clerk  
Omaha, Ne  
05/2019 - 04/23

Organized and maintained filing systems for confidential documents.  
Assisted customers with inquiries and complaints in a professional manner.  
Processed payments, refunds, and exchanges accurately and efficiently.  
Operated cash register to process cash, check, and credit card transactions.

Ask BookKeeping, LLC - Website Creator  
Hooper, Ne  
07/2016 - 07/2016

Organized previously built website.  
Selected colors, images, textures, and shapes to create layout.  
Create mobile-friendly variation.  
Worked within the guidelines set by the owner.

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## Skills

Problem-Solving Skills

Listening Skills

Technical Support

Time Management

Customer Service

Digital Graphics

Microsoft Office Expertise

Image Sourcing and Editing

Adobe Photoshop, Illustrator, and InDesign

