



Marlena Schreckengost
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Experience: June 2010 – present
Marlena Schreckengost New Media, Belmont, California
Owner/Designer
Freelance web and graphic artist. Create websites, logos, marketing material and brand identities for businesses nationwide

January 2013 – April 2013
Alisha Wilson Strategic Design, San Francisco, California
Design Intern
Create websites, design greeting cards and wrapping paper, maintain social media sites such as Facebook, Twitter, LinkedIn, and Blogger. Implement the new business identity throughout all social media sites

February 2009 - September 2011
Starwood Resorts and Hotels, St. Regis, San Francisco, California
Residence Concierge/Office Coordinator
Exemplify the five-star iconic brand by delivering uncompromising service. Directed the butlers and doormen to guarantee maximum productivity. Wrote and designed the monthly newsletter and all signage in public areas

March 2007 – February 2009
Starwood Resorts and Hotels, Wigwam Golf Resort & Spa, Litchfield Park, Arizona
Conference Services Coordinator
Simultaneously assisted four managers with handling of upcoming events. YTD Meeting Planner OSAT score increased from 4.48 in 2007 to 4.78 in 2008, well above our brand target goal. Performance Management Process score was an “e”, exceeded expectations. Independently managed all room-block files, small events, and charity functions. Purchased VIP amenities, controlled client billing, and conducted site inspections. Chair of the resort’s Leadership Team

January 2004 – March 2007
Dunnion Law Firm, LLC, Monterey, California
Legal Secretary
Honorably entrusted with classified information and learned that confidentiality is of utmost precedence. Managed over 100 cases, scheduled depositions, mediations, meetings, and pro-pounded and responded to all discovery documents

Skills:

Photoshop	Dreamweaver	Fireworks	HTML	Actionscript
InDesign	After Effects	MS Office	XHTML	WordPress
Illustrator	Flash	Outlook	CSS	Photography

Education: BFA, Academy of Art University, School of Web Design + New Media, anticipate 2015
AA, Cabrillo College, Liberal Arts with an emphasis in Business and Economics, 2004

Achievements: Presidential Scholarship, recognition of 3.75 GPA, 2012, 2013, 2014
Academy of Art University 2014 Spring Show Nominee