



Tanesha Mackey

Graphic Designer

3930 23rd Parkway Apt. #21, Temple Hills, US, 20748

240-838-2660

tanesha.mackey722@gmail.com

Skills

Customer Service

Experienced

Touch Typing

Experienced

Microsoft Office Suite

Skillful

Adobe Creative Suite

Experienced

Open Table

Beginner

Detail-oriented

Expert

Multi-tasking

Skillful

Teamwork

Experienced

Hospitality

Skillful

Languages

English

Native

Links

[My Designs \(Basic and Graphic\)](#)

Graphic Design student with over a decade of experience in digital and print design, specializing in brand identity and logo creation. Demonstrates a keen eye for detail and proficiency in Adobe Creative Suite, ensuring visually compelling and effective designs. Passionate about leveraging creativity to help clients achieve their goals and continuously explore innovative design solutions.

Employment History

Jun 2023 - Nov 2024

Support Associate II

CGI Federal at Washington, DC

- Prepare passports and documents for applicant pickup or mailing, ensuring accuracy and security.
- Scan and verify application barcodes, maintaining data integrity and efficient processing.
- Manage courier tasks, labeling and pricing applications, ensuring timely delivery to cashiers.
- Distribute passports and documents, verifying information and obtaining necessary signatures.
- Operate scanning equipment for archiving applications, ensuring organized and accessible records.

Apr 2021 - Oct 2022

To-Go/Hostess

Ruby Tuesday at Clinton, MD

- Greeted guests warmly, enhancing customer satisfaction and team collaboration.
- Resolved guest issues promptly, ensuring smooth operations and high service standards.
- Managed takeout orders efficiently, maintaining accuracy and speed.
- Monitored and cleaned tables, optimizing turnover and guest experience.
- Assisted guests via phone, providing courteous and helpful responses.

Apr 2019 - Present

Hostess

Hornblower Cruises & Events at Washington, DC

- Coordinate guest seating and buffet for smooth service, enhancing guest satisfaction.
- Inspect post-cruise cleanliness, ensuring high sanitation standards and guest approval.
- Support team in delivering efficient table service, fostering a collaborative environment.

Nov 2018 - Dec 2018

Seasonal Sales Associate

Perry Ellis Men's Fashion Store at Oxon Hill, MD

- Organized clothing displays and ensured accurate tagging for efficient customer browsing.
- Communicated effectively with diverse customers, enhancing their shopping experience.
- Maintained store cleanliness, contributing to an inviting shopping environment.
- Assisted customers in locating clothing items, improving their shopping satisfaction.

Oct 2014 - Sep 2018

Courtesy Clerk/Bagger

Giant Food Store at Temple Hills, MD

- Labeled and tagged items, ensuring accurate pricing and inventory management.
- Distributed samples to enhance customer engagement and product awareness.
- Assisted in fundraising, contributing to community support initiatives.
- Stocked items efficiently, maintaining organized and accessible aisles.
- Provided customer assistance, enhancing shopping experience and satisfaction.

Aug 2014 - Sep 2014

Sales Associate

Young World Clothing Store at Temple Hills, MD

- Arranged clothing displays, ensuring appealing presentation and accurate tagging.
- Communicated effectively with diverse customers, enhancing shopping experience.
- Utilized strong interpersonal skills to assist and guide customers efficiently.

Education

Jul 2018 - Present

Bachelor's Degree in Graphic Communications

University of Maryland Global Campus at Upper Marlboro, MD

May 2018

A.S. in Visual Communications & Graphic Design

Prince George's Community College at Upper Marlboro, MD