



Tanesha Mackey

Graphic Designer

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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.A.S. in Visual Communications & Graphic Design
Prince George's Community College at Upper Marlboro, MD