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DANIEL HALLQUIST

PUBLIC RELATIONS • GRAPHIC DESIGN

EDUCATION

Public Relations | Bachelor of Science
University of Tennessee / 2011 - 2017

Graphic Design | Associate of Applied Science
Pellissippi State / 2007 - 2009

SKILLS

Adobe Creative Suite
Microsoft Office
Customer Relations
Public Speaking
Writing
Graphic Design
Social Media
Document Managing
Social Studio

REFERENCES

DeLena Feliciano / 865.934.2041
Hillary Welch / 864.979.6174
Stephen Hannah / 865.566.1317

CONTACT

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EXPERIENCE

Flour Head Bakery | Bakery Chef
Knoxville, TN / January 2019 - Present

- Receive orders from customers and create a baking plan to efficiently produce all needed products throughout the day
- Deliver products to customers
- Produce baked goods according to specified measurements

Knoxville Museum of Art | Administrative Volunteer
Knoxville, TN / February 2018 - October 2018

- Greet visitors and track demographics for funding purposes
- Assist with events by guiding visitors and tracking attendance
- Assist with office tasks
- Design graphics as requested for events

Aquarium Knoxville | Social Media Intern
Knoxville, TN / October 2017 - January 2018

- Regularly updated social media platforms with articles and images
- Increased interest through contests and maintaining interactions with customers on social media, answering questions, announcing sales, and introducing new products and team members

Radio Systems Corporation | Customer Care Specialist
Knoxville, TN / June 2016 - May 2017

- Maintained a 95% customer satisfaction rating
- Participated in growing the sales of the ScoopFree® litter box by 50% with a 48% contribution margin increase by providing support to the consumers over the 2016 fiscal year

Provision Healthcare | Graphic Design Intern
Knoxville, TN / July 2015 - October 2015

- Created emergency evacuation route maps using Adobe Illustrator
- Maintained business collateral for all divisions using Adobe InDesign
- Produced pamphlets for the opening of Provision University to inform attendees of services and classes offered
- Assisted with the implementation of rebranding the organization by updating all business collateral with new logos

Provision Healthcare | Document Scanner
Knoxville, TN / April 2015 - November 2015

- Converted Medical Billing Office to paper-free digital records
- Created searchable, digital paperwork to maximize efficiency
- Organized and transferred patient digital imaging to secure servers
- Received and recorded payments from insurance companies and patients for proton therapy and radiological services