

# David Pencil

WEB DESIGNER / DEVELOPER

Marketing Manager with 5+ years of experience.

Analytical Civil Engineer with 6+ years of experience designing water and earthwork projects. An autonomous worker committed to providing high quality services. Proficient in AutoCAD and in possession of a Bachelor's in Civil Engineering. Certified Public Accountant with an MBA and 2+ years of experience in specialized tax services and bookkeeping. Seeking to leverage my technical and professional expertise to learn and grow in the new role of Accountant at your company.

## Experience

2013-05 - Administrative Assistant

2016-09 Acme Company

### Responsibilities

- Trusted with a \$350,000 budget to coordinate international travel arrangements for executives.
- Trained 3 Administrative Assistants in customer service and other office procedures.
- Organized office transition from paper invoices to Quickbooks and online invoicing.

### Achievements

- Saved \$3,000 a year in office supplies after negotiating a new deal with our current supplier.

## Education

2012-05 - University of Technology, Anytown, Ca M.A. in Digital Marketing, 2010

2015-04 Add your field of study, the name of your university, and the degree you obtained. Do not include information about secondary education (e.g., high school) unless the school's profile is strongly related to your profession).



## Personal Info

### Address

Fretherne Rd,  
Welwyn Garden City AL8 6NU,  
United Kingdom

### Phone

+1 415-901-2837

### E-mail

pencil@example.com

### Date of birth

1986-05-15

### LinkedIn

<https://www.linkedin.com>

### Twitter

<https://twitter.com/>

## Skills

PHP



HTML



Photoshop



English



Salesforce

