



MICHAELA DECTER

Visual Designer

michaeladecter.com

Graphic Designer with successful experience in fast-paced office settings. Hardworking team-player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual, and productive professional when working with little to no supervision. Proven track record for providing care to animals with an attentive and detail-oriented passion for helping pet owners feel confident and at ease about pets' welfare while away.

EXPERIENCE

Production Assistant, Mountain House, CA *The Machine LA*

SEPT 2021 - NOV 2021

- Script analysis, close reading of the script that allows actors, directors, and other departments to establish a thorough understanding of the setting, wardrobe, props, and special effects, in order for the director and actors to establish a thorough understanding of the setting, the subtext, and the characters' objectives
- Organization productivity by properly sorting project components on work tables.
- Supported senior directors by helping with breaking down sets
- Performed as a background extra for film scenes

Production Assistant Intern, Pittsburg, CA *The Machine LA*

SEPT 2019 - OCT 2019

- Script analysis, close reading of the script that allows actors, directors, and other departments to establish a thorough understanding of the setting, wardrobe, props, and special effects, in order for the director and actors to establish a thorough understanding of the setting, the subtext, and the characters' objectives
- Assisted on set during filming, providing assistance to any department in order to better help production and keep filming on schedule
- Issued schedules and shot lists
- Assisted with breaking down sets
- Organized productivity by properly sorting project components on work tables

SOFTWARE

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Google Docs
- Google Slides
- Google Sheets

SKILLS

- Office administration
- Spreadsheet management
- Timesheet processing
- Presentation design
- Administrative support
- Client communication
- Pet care needs

LANGUAGES

- Basic French

Payroll Administrative Assistant, Stockton, CA
Crestwood Behavioral Health

MAY 2020 - DEC 2020

- Prepared daily manual checks an average of seven checks per day for employees
- Maintained payroll information by calculating, collecting, and entering data using Excel and Work Force Now
- Verified and submitted timekeeping information for accurate and efficient payroll processing

Pet Sitter, Tracy, CA — *Jacob Watson*

OCT 2018 - PRESENT

- Organized full-service care for regular customers, including picking up and dropping off animals and client locations.
- Communicate professionally with pet owners via phone, email, and text.
- Followed all pet care instructions, including dietary needs and medication regimens.
- Coordinated animal training to teach commands, improve behaviors and housebreak personal pets.
- Gave animals proper attention to promote a secure environment in the owner's absence.

EDUCATION

Las Positas College, Livermore, CA — *Graphic Design*

JAN 2021 - GRADUATING MAY 2024