

Ravon Rayne

Highly motivated, detail-oriented, and versatile individual with over 10 years of customer service experience and extensive knowledge of Microsoft Office Suite and Adobe Creative Suite software. Passionate about animal welfare and key strengths in customer relations, analysis, organizational planning, and creative problem-solving. Expertise with photo manipulation, print layouts, video editing and animation using various software. Eagerness to meet and exceed company and client expectations.

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Education

Arizona State University, Tempe, AZ
BS in Graphic Information Technology
Graduation date: December 2022

Mt. San Jacinto College, San Jacinto, CA
AA in Social & Behavioral Sciences
Graduated in 2017 with a 4.0 GPA

Areas of Expertise

Presentations

Customer Relations

Communication

Data Analysis

Video Editing

Creativity

Time Keeping

Typography

Layouts

Leadership

Hobbies & Interests

- Animal Welfare
- Photography
- Design
- Volunteering
- Fitness
- Web Design
- Business Marketing
- Music
- Video Production
- Psychology
- Animation

Technical Skills

Photoshop	Novice Adept Expert	Word	Novice Adept Expert
Illustrator	Novice Adept Expert	Excel	Novice Adept Expert
InDesign	Novice Adept Expert	PowerPoint	Novice Adept Expert
PremierePro	Novice Adept Expert	QuickBooks	Novice Adept Expert
After Effects	Novice Adept Expert	HTML/CSS	Novice Adept Expert



Work History

International Checkout Shipping Assessor / Customer Service
Nov 2009 - Feb 2020

- Verify incoming credit card transaction and determine fraudulent activity
- Determine international shipping costs for international orders calculated using dimensional weight formula
- Estimate shipping package sizes using online research as well as algebraic equations
- Calculate international shipping costs of pallet orders and additional service fees

ECF Property Management Property Management Assistant & Bookkeeper
Dec 2006 - Mar 2009

- Assist in the management of over 25 properties and apartments
- Preparation of rental leases with stipulations depending on agreements with property owners
- Preparation of Property Management Agreement contracts with property owners
- Process monthly rental payments and late fees from tenants and input accordingly in AppFolio
- Photography of vacant properties for marketing including manipulation of photographs using Photoshop and Camera Raw
- Contact tenants regarding property repairs and possible violation of lease agreements
- Contact and assign various vendors to properties regarding repairs and general upkeep
- Maintain vendor invoices and process payments through QuickBooks

Morton Alan Haas & Co. Staff Accountant
Jan 2002 - Jul 2006

- Analysis and in-depth review of close of escrow files, including detection and resolution of possible fraud scenarios.
- Provided preparation and analysis of company tax returns and balance sheets.
- Preparation and review of daily and monthly trust account reconciliation using QuickBooks and Microsoft Excel.
- Performed office equipment maintenance, light system and network maintenance, and other services.