

Danielle DeMatteo
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OBJECTIVE

To obtain a job as an Architectural or Civil draftsman with opportunities to grow in the industry.

EMPLOYMENT

6/04 - Present **Eade Family Chiropractic - Napa, CA**
Office Manager & Front Desk Assistant

Manage appointments and scheduling, answer phone calls, set up patients in tractioning, filing, marketing/advertising, maintain organization and cleanliness, answer customer questions regarding care plans and chiropractic, data entry for PI cases, generate reports from Report Master for insurance companies, create documents and charts in Microsoft Word and Excel.

5/06 - Present **Napa Valley Unified School District - Napa, CA**
Assistant

Assist Coordinators with work involving: mailing, copying, and preparation for the NVUSD District writing assessment.

EDUCATION

Fall 2006 - Present **Napa Valley College** **Napa, CA**
Digital Design Graphics Technology

I am currently pursuing an AS degree in Digital Design Graphics Technology.

CERTIFICATIONS

Regional Autodesk Training Center **Napa, CA**
AutoCAD for the Professional Level One and Two, AutoCAD Civil 3D, Revit Architecture

OTHER SKILLS

Inventor Professional 2008, Adobe Photoshop 7.0, Rhinoceros, Macromedia Dreamweaver 8, Microsoft Office 2003.

Other skills and qualifications include my ability to work well with people, pay close attention to detail, and maintain a positive, clean, and organized working environment.