



888-888-8888



aansari9@masonlive.gmu.edu



20617 Carrot CT. Sterling, VA



ameerhansari.com

September 20, 2021

Booz Allen Hamilton

15059 Conference Center Dr.
Chantilly, VA 20151

Dear Hiring Manager,

I am here to apply for your opening of the graphic designer junior position. I am a undergraduate student with over two years of experience in graphic design. Moreover, I have experience in the Adobe Creative Cloud programs including InDesign, Illustrator, Photoshop, and Acrobat Pro like in your qualifications requirement. My arts and visual technology education at George Mason University has developed my skills and my understanding for the programs stated above, which revolved around typography and layout. I believe these skills will assist me in the responsibilities required for the position in designing and creating graphics from a variety of programs.

I enjoy conversing with others and my previous opportunities gave me the chance to communicate with a variety of clients and coworkers. I see this as a benefit that aligns with your peoples work in consulting with clients to solve problems that matter. I will call you within the next week to see if we can talk further about my application. Thank you for your time and consideration.


With best wishes,

Ameer H Ansari



Ameer Ansari

I'm an experienced client coordinator focusing in Graphic Design. I have 2 years of experience in a variety of support fields and am looking for a client focused support position.

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Technical Skills

- Microsoft Office Suite
- Adobe Photoshop
- HTML
- CSS
- HTML
- Javascript
- Dreamweaver
- Google GMAIL scripting
- CRM
- Database management
- Outlook
- Adobe Illustrator
- Adobe InDesign
- Google Office Suite

Skills

- Client communication
- Customer outreach
- Planning and event support
- Staffing and management experience
- Client transaction
- Finance handling
- Event design and advertisement creation

Work Experience

BELMONT COUNTRY CLUB (2020)

- Event coordinator and planner
- Database management for over 1000 resident through CRM
- Access and update client status and financing
- Provide information and scheduling using Microsoft Office
- Oversee and manage operations during business hours
- Inform and update clientele on events through Outlook
- Automate and review Q/A queue using Google API scripts
- Update and answer resident queries through email portals

Volunteer

DR. BENSON'S CLINIC (2021)

- Patient outreach, support, and documentation
- Database management for over 300 clients using CRM
- Liaison and scheduling for services and practice
- Verify status and parameters for incoming patients
- Handle client financing and transactions

CHINESE LUNAR NEW YEAR EVENT (2019)

- Support and plan event staffing and outreach
- Handle attendee and staff financing
- Call and coordinate event updates to attendees

Education

GEORGE MASON UNIVERSITY, FAIRFAX

- BA in Art and Visual Technology



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Invoice

2048

Sent: September
20, 2021

Due: October 20,
2021

Invoice to

Eureka

Carrot CT.

Sterling, VA 20617

Phone: 888-888-8888

Description

Quantity

Total

1. Logo	1	\$450.00
2. Stationery package (business cards, envelopes, and letterhead)	1	\$600.00
3. Brochure	1	\$350.00

Total Amount \$1,400.00

Payment Method

Mail Carrot CT. Sterling, VA 20617

Online ameerhansari.com

*We accept eCheck and credit card (Master Card, VISA, Discover)

Terms

Cancellation after completion of finished work will incur a 100% kill fee. Total amount due upon receipt, net 30 days. There is a 1.5% interest charge per month on late invoices.