
Powerpoint Expert Resume

Job Objective

Obtaining a position as Powerpoint Expert with a growing company where my skills gained through years of training and experience can be put to good use.

Highlights of Qualifications:

- Admirable experience in developing various business power point presentations
 - Sound knowledge of Adobe Photoshop and automate reports
 - Profound knowledge of developing PowerPoint presentations
 - Ability to prepare presentation for complex information
 - Ability to design graphs, charts, tables in Excel and PowerPoint
 - Ability to monitor complex business data
 - Ability to create, optimize and enhance Excel templates
 - Proficient with MS 2003/ 2007 & 2010 office applications
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Professional Experience:

Powerpoint Expert
Sage Group, Dayton, OH
August 2007 – Present

Responsibilities:

- Gathered data for all complex business to prepare visuals for organization.
- Designed PowerPoint presentations for all internal meetings.
- Prepared innovative presentation for organization for stakeholders.
- Coordinated with customers and developed efficient PowerPoint presentations.
- Prepared regular reports and provided update as per requirement.
- Developed various PowerPoint charts for all client activities.

Powerpoint Expert
Goodrich Corporation, Dayton, OH
May 2004 – July 2007

Responsibilities:

- Provided support to all development activities for client deliverables.
 - Designed PowerPoint charts for all presentations.
 - Provided technical support to research staff for various activities.
 - Developed interactive presentations for various tax heavy copies.
 - Prepared client presentations and incorporated various graphic elements to it.
 - Converted text heavy presentation to more graphics.
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Education:

Bachelor's Degree in Computer Science
Skagit Valley College, Mount Vernon, WA

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