

PRECIOUS BARTLETT

Bringing positivity, efficiency, and great service to every interaction.

Contact

Located - **Sioux Falls, SD**

Phone - **605-728-0669**

Email

preciousshawntel@gmail.com

Sioux Falls, SD

Education

• Associate Degree

Business & Technology

Western Dakota Technical

College, Rapid City, SD

• Currently Studying

Graphic Design

Southeast Technical College,

Sioux Falls, SD

Skills

Design: Photoshop • Illustrator

• InDesign • Layout • Branding

Marketing: Social Media • Content

Creation • Visual Storytelling

Professional: Communication

• Organization • Project Management • Problem-Solving

Professional Summary

Creative and detail-oriented designer with a strong foundation in graphic design, marketing, and customer communication. Experienced in developing visual content across print and digital platforms using Adobe Creative Suite. Known for combining creativity with organization and problem-solving to deliver engaging, user-focused designs. Passionate about bringing ideas to life while continuously growing and refining design skills.

Experience

Trade Show Specialist

JDS Industries — Sioux Falls, SD | Jul 2023 – Feb 2025

Provided face-to-face customer interaction in high-traffic environments.

- Assisted guests with product questions and recommendations
- Helped maintain organized, clean, and visually appealing displays
- Supported team during setup, breakdown, and busy event periods

Correspondence Representative

JDS Industries — Sioux Falls, SD | May 2022 – Jul 2023

- Assisted customers via phone and live chat with orders and questions
- Resolved issues efficiently while maintaining a positive experience
- Managed multiple conversations at once in a fast-paced setting

Front Desk & Operations Manager

Hegg Companies — Sioux Falls, SD | Aug 2020 – Dec 2021

- Delivered excellent guest service and handled customer concerns
- Managed front desk operations and staff scheduling
- Maintained organization and smooth daily operations