

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Professional Summary

Detail-oriented, organized and meticulous employee. Works at fast pace to meet tight deadlines. Enthusiastic team player ready to contribute to company success.

Deadline-driven Graphic Designer focused on overseeing projects from concept through final delivery. Successfully creates brand messages, strategies and key graphic productions. Resourceful and hardworking with vendor sourcing expertise and empowering leadership skills illustrated over 10 years of industry success.

Skilled Graphic Artist specializing in Signage media. Highly artistic, always on-task and fluent in Sign Wizard, Flexi-Sign, Microsoft and Adobe. Consistently creates skilled, creative and brand-specific designs.

Experienced Graphic Artist and Designer bringing 10 years' experience applying technical and creative abilities to diverse customer projects. Highly effective at collaborating with artistic, project, production and administrative leadership to complete tasks according to budget and schedule goals.

Reliable employee seeking Assistant position. Offering excellent communication and good judgment.

Experienced Designer with over 10 years of experience in Signs. Excellent reputation for resolving problems and improving customer satisfaction.

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Assistant position. Ready to help team achieve company goals.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Enthusiastic Assistant eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

Clear understanding of assisting and training in Working in an Office . Motivated to learn, grow and excel in assisting.

Accomplishments

- Achieved Result by completing Task with accuracy and efficiency.
- Achieved Result through effectively helping with Task.
- Achieved Result by introducing Software for Type tasks.

Skills

- Illustration Preparation
- Idea Visualization and Brainstorming
- Information Research
- Research Design
- Originality and Creativity
- Image Archiving
- Computer-Based Drawing
- Design Mockups
- Illustration and Design
- Company Logos
- Copy Arrangement
- Type Selection
- Layout Selection
- Production Layouts
- Logo Creation
- Image Manipulation
- Layout Standards
- Layout Markup and Assembly
- Technical Design
- Creative Solutions
- Graphics and Animation
- Dependable and Cooperative
- Sales Expertise
- Social Media Platforms
- Adobe Systems Adobe Creative Suite
- Feedback Gathering
- Adobe Systems Software
- Adaptability and Flexibility
- Digital Painting
- Mobile Applications
- Creating Collateral
- Assembly Protocols
- Materials Assembly
- Machinery Operation
- Safety Standards Compliance
- Diagnosing Malfunctions
- Machine Setup and Shutdown
- Knowledge of Production Processes
- Reading and Determining Measurements
- Production Documentation
- Safe Machine Operation
- Documentation Abilities
- Removing Trash
- Material Loading and Unloading
- Assembly Procedures
- Preparing Shipments
- Incoming Shipments Review
- Producing Content
- Corrective Actions
- Design Calibrations
- Raw Material Loading
- Measuring Tools
- Estimating
- Efficient Sales Transactions
- Upbeat and Positive Personality
- Information Updates
- Calm and Professional Under Pressure
- Responding to Difficult Customers
- Efficient and Detail-Oriented
- POS Systems and Ordering Platforms
- Customer Records
- Providing Feedback
- Order and Refund Processing
- Conflict Resolution Techniques
- Overcoming Objections
- Billing Procedures
- Solving Customer Concerns
- Issue and Complaint Resolution
- Quotes Coordination
- Building Customer Trust and Loyalty
- Data Entry and Maintenance
- Effective Customer Communication
- Customer Communication
- Courteous with Strong Service Mindset
- Call Documentation
- Inbound and Outbound Calling
- Professional Relationships
- Safe Driving Techniques
- Cash Transactions Processing
- Continuous Improvement
- Store Displays
- Verifying Facts
- Phone Inquiries
- Monetary Transactions
- Delivery Schedules
- Customer Service and Assistance
- Facility Security

Maintaining Clean Work Areas

- Web Site Design

Work History

Graphic Designer, 03/2012 to Current

Advantage Solutions – Freehold, NJ

- Developed creative design for print materials, brochures, banners and signs.
- Created digital image files for use in digital and traditional printing methods.
- Met with customers to present mockups and collect information for adjustments.
- Completed final touches for projects such as images sizes and font selection.
- Worked with clients to gather and define requirements, establish scopes and managing project milestones.
- Applied knowledge of production to create high-quality images.
- Created designs and collaborated with technical team to complete projects.
- Created broad range of work using various design techniques.
- Designed creative digital displays used in on-line advertising for local businesses.
- Completed in-depth product design tests with help of different software, models and design systems.
- Employed design fundamentals when selecting typography, composition, layout and color in design work.
- Produce a wide variety of signage from vinyl decals to channel letters and everything in between.

Professional Painter, 10/2010 to 06/2011

Kimpton Hotels – Winston Salem, NC

PainPai

- Used putty knives and caulking guns to fill cracks, holes and joints with plaster, putty and caulk.
- Used brushes, spray guns and paint rollers to paint surfaces.
- Covered surfaces and furnishings with cloth and plastic to protect from paint drops.
- Calculated amounts of required materials and approximate time to complete each project to estimate project costs.
- Applied primers or sealers to prepare new surfaces such as bare wood or metal, for finish coats.
- Used sandpaper to scrape walls and other surfaces to remove old paint.
- Used sandpaper, scrapers, grinders and steel wool to smooth surfaces.
- Removed fixtures such as pictures, doorknobs, lamps and electric switch covers prior to painting.
- Applied caulk, putty and plaster to walls using correct techniques to achieve professional finishes.
- Conducted final work check to assess quality and make corrections if necessary.
- Corrected surface imperfections by filling cracks, holes and joints.
- Interacted with clients to report progress and verify timetable for completed work.
- Primed and sealed surfaces to best support paint coats.
- Performed regular preventive maintenance on tools and equipment to support best quality of work.
- Trained new staff on initial setup routines and continual work monitoring procedures.
- Calculated accurate amounts of materials and estimated time for planned jobs.
- Applied paint with cloth, brush, sponge and fingers to create special effects.
- Achieved optimal adherence by washing, treating and sanding surfaces.
- Selected premixed paints or mixed required portions of pigment, oil and thinning and drying substances to prepare paint to match specified colors.

Assistant Manager, 03/2005 to 12/2008

Five Guys – Beckley, WV

- Monitored cash intake and deposit records, increasing accuracy and reducing discrepancies.
- Helped with planning schedules and delegating assignments to meet coverage and service demands.
- Offered hands-on assistance to customers, assessing needs and maintaining current knowledge of consumer preferences.
- Completed regular inventory counts to verify stock levels, address discrepancies and forecast future needs.
- Generated repeat business through exceptional customer service and responded to customer concerns with friendly and knowledgeable service.
- Set and enforced policies focused on increasing team productivity and strengthening operational efficiency.
- Monitored security and handled incidents calmly.
- Verified inventory counts remained within monthly tolerance levels and compiled financial data in compliance with budget.
- Mentored sales team in applying effective sales techniques and delivering top-notch customer service.
- Established and optimized schedules to keep coverage and service in line with forecasted demands.
- Assisted in organizing and overseeing assignments, planning and coordinating in-house and outsourced resources.

Education

Mortgage Broker: Loan Officer, 08/2009

AmerTrain Mortgage Institute - Online

Computer And Information Sciences, 06/2001

Middle Georgia Technical College - Warner Robins, GA

GED: 05/1997

Middle Georgia Technical College - Warner Robins, GA