

Ted Howlett
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Objective

I am a prompt, loyal, dedicated individual, who is looking for a real opportunity to utilize my skills to their fullest. I enjoy learning new things and am always up to a challenge. I am seeking a position where I can develop and excel.

Education

Canby High School 2004-2008, Student Leader.

Work History

The Table Times

Graphic Design/Manager/Production Printing Feb 2015 – March 2020

Head of Printing operations for an advertising publication. Fixing daily printer issues, clearing error codes, replacing parts, and general maintenance. Designing and working in Photoshop, Illustrator, and InDesign. Writing articles. Proofreading. Publication layout. Talking with clients via phone and email. Spreadsheet and stationery design. Managing design team members, data entry, taking inventory. Meeting deadlines and maintaining stellar customer service.

TED (The Exceptional Detail)

Self Employed Private Jet Detailing 2014

Detailing private jets/cars/trucks inside and out. Operating man lift. Maintaining overall hanger cleanliness.

Clackamas Inn & Suites

Night Audit/Front Desk 2011-2013

Working Front Desk duties, maintaining excellent customer service, answering phones, checking guests in/out, reservations, working cash register, running night audit process, set up breakfast bar, taking inventory, updating room inventory on-line, some maintenance, some light housekeeping.

RGC Inc.

Temp Work 2009-2011

Framing, and painting prep work. Other general contracting.

Bridge City Watersports

Web Design/Shop Keep 2006-2008

Updated web page, took photos of used boats, took inventory, greeted customers, answered phones, kept area clean, sold gear and apparel.

Skills

Office and job site experienced. Quick learner. Great communication skills. General knowledge of computing both software and hardware, PC and Mac proficient.