

# Sean Roumaya

## Multiple Set of Skills

Goodyear, AZ 85338

[xroumaya@gmail.com](mailto:xroumaya@gmail.com)

+1 586 899 4482

Authorized to work in the US for any employer

## Work Experience

---

### Merchant Services/Designer

NAB - Troy, MI

August 2018 to September 2021

Designing websites for payment services clients. Daily operations included customer services via, chat, help desk, phone. I am no longer active with this business. Moved to Arizona in 2021.

### Assistant Property Manager

Property Management - Southfield, MI

April 2016 to June 2018

Handled all maintenance calls and dispatched to vendors.

- Used Rent Manager daily to input notes, take payments etc
- Managed content of company website and promotional material.
- Gave showings for our rental properties, and signed lease papers with new tenants.

### Graphic & Web Designer

Tech Clinic - Roseville, MI

2010 to 2015

- Designed small business websites
- Provided content management including copy writing, images and graphics.
- Provided customer support to web and computer repair customers.

### Graphic Designer

Mobile Boards - Sterling Heights, MI

2005 to 2010

- Provided large format graphic design for mobile billboard advertising.
- Billboard advertising route driver.
- Customer support to advertising clients.

### Graphic Designer/Customer Service/Classified Ad Layout

C & G Newspapers - Warren, MI

1998 to 2005

- Graphic Design for local business advertising.
- Responsible for weekly newspaper classifieds layout.
- Customer support for advertisement changes.

- Communicated with pre-press department for any trouble shooting issues.
- Communicated directly with sales reps to create ads for their clients.

## Education

---

### **Diploma in education**

Sterling Heights High School

1995

## Skills

---

- Photoshop (5 years)
- Indesign (4 years)
- Quarkxpress (5 years)
- Wordpress (6 years)
- Property Management
- Marketing
- Prepress
- Graphic Design
- Content Management
- Graphic Design
- Prepress
- Web Design
- Route Driving
- Layout design
- Typography

## Certifications and Licenses

---

### **Real Estate License**

April 2015

I currently have an active Arizona Real Estate license.

### **DOT Medical Card**

### **Chauffeur License**

## Assessments

---

### **Customer Focus & Orientation — Highly Proficient**

March 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

### **Call Center Customer Service — Highly Proficient**

March 2020

Applying customer service skills in a call center setting.

Full results: [Highly Proficient](#)

### **Customer Focus & Orientation — Highly Proficient**

March 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

### **Graphic design — Familiar**

October 2020

Using graphic design techniques and producing visual media to communicate concepts

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **Additional Information**

---

### **Core Competencies**

- \* Mac & PC Proficient \* Customer Support \* Client Relations
- \* Type 52 words per minute \* Pre-press Knowledge \* Attention to Detail
- \* Advanced Photoshop Skills \* Hosting Knowledge \* WordPress