

ALEX BURROW

GRAPHIC DESIGNER

AVAILABLE FOR:

HIRE & FREELANCE

CONTACT ME



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alexburrowdesigns.com

OBJECTIVE

Obtain employment within the Graphic Communications industry that offers an exceptional learning experience and the opportunity to grow within an organization.

WORK EXPERIENCE

National General Insurance

(May 2012 – Present Day)

Position:

Insurance Operations Specialist

Responsibilities:

Reducing uninsured losses.

Utilize business applications to perform routine activities.

Understanding the basics of mortgage insurance servicing and all that it entails.

Burlington Coat Factory

(Nov. 2008 – May 2012)

Position:

Customer Service Representative.

Responsibilities:

Basic returns and purchases, layaway's, M.O.S, debits, organization of money and paperwork.

Papa Johns Pizza

(Aug. 2007 - Apr. 2008)

Position:

Crew & Customer Service Rep.

Responsibilities:

Answering phone calls, filling out orders, helping walk ins, working the make line.

PORTFOLIO

alexburrow.com/portfolio

EDUCATION

Haltom High School

Graduated / Diploma

Tarrant County College

AAS. Graphic Communications

CRT. Computer Graphics

SOFTWARE SKILLS



Photoshop



Illustrator



InDesign



Flash



Final Cut Pro



Dreamweaver

HTML

CCS

Other:

Excel S.S.
Word Processing
Power Point

Typography
Page Layout
Sketching

ATTRIBUTES & ACHIEVEMENTS

Attributes

Great customer service skills.
Works well in group environments.
Exceptional written and verbal communication.
Adapts to new and/or foreign assignments quickly.

Achievements

Accepted into SXSW Film Festival (2008)
Obtained official Final Cut Pro Certification.