

Jimmy David Matthews

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OBJECTIVE

Independent graphic artist with extensive knowledge of industry-standard software and excellent time management skills. Seeking opportunity to utilize comprehensive knowledge of trends to flourish and add to a budding portfolio of high-quality artwork.

EDUCATION

- Alamance Community College
Burlington, NC
**Associate of Arts:
Advertising & Graphic Design**
August 2020 - Current

AWARDS

- 5 Time Dean's List
- SkillsUSA Participant
- Passion for Learning Award Recipient
- Academic Excellence Award Recipient

KEY SKILLS

- Marketing
- Project Management
- Social Media
- Digital Photography
- Advertising

EXPERIENCE

July 2016 – July 2019

Co-Owner • Retail Sales & Operations • Geektopia Vapes

- Oversee daily retail operations • Order inventory • Cash management
- Network with suppliers • Create displays • Implement safety policies • Set sales targets

March 2014 - July 2016

Location Manager • Sales Expert • Southern Vapes

- Trained Employees • Controlled Inventory • Set-up Wholesale accounts • Ran promotions & contests

January 2013-March 2014

Keyholder • Product Specialist • Electra Vapor

- Opened/Closed store • Performed product demonstrations • Implemented customer education program • Repaired customer hardware

COMMUNICATION SKILLS

- Excellent at absorbing, sharing, and understanding information presented.
- Adept in communicating in a way that others grasp, and using relevant knowledge, know-how, and skills to explain and clarify thoughts and ideas.
- Respecting others' points of view through engagement and interest.
- Actively listening to others when they communicate and asking questions to better understand.

TECHNICAL SKILLS

Microsoft Suite: Word, Excel, PowerPoint.

Adobe Creative Suite: Illustrator, Photoshop, InDesign, Premier Pro, After Effects.

REFERENCES

Effie Settles
Independent Graphic Designer
336-880-2128

Bonnie Atwell
Geek Squad Manager
Best Buy
336-327-6161

Josh Kennedy
Consultant
336-462-5683