

Elliott Aiken
(954)451-4236
elalex91@yahoo.com
Deerfield Beach, FL

Objective:

Seeking a challenging position as an Entry Level Web Designer. Dedicated professional with a strong knowledge of the digital design process. Clear understanding of how content design aligns with technology, product, and marketing workflow. Seeking organization to grow and continue expanding upon technical abilities.

Education:

University of North Florida Jacksonville, FL June 2009 - January 2011
Associate degree

Coursework: Udemy- JavaScript Coding 2021

Languages: JavaScript, HTML, CSS, Sass, DART, FLUTTER, WordPress, Bootstrap

Key Skills:

- o High technical competence in operating and repairing the folder machinery
- o Ability to install, set up, operate and repair the work related machineries
- o Strong analytical and problem solving abilities
- o Sound oral and written communication skills
- o Knowledge of graphics and digital photography
- o Ability to demonstrate how digital is helping grow client business
- o Capability to communicate effectively and clearly
- o Competent at delivering quality work under time restrictions

Experience:

Folder Operator

Florida Trade Graphics, Pompano Beach, FL May 2017 – Present

- Helps develop Standard Operating Procedures (SOPs) for job related functions, processes, and/or recommend method efficiencies and process improvements.
- Operate the folder machinery and ensure timely completion of the client's projects
- Make adjustments to the feeder and roller as per the paper dimensions and desired designs
- Assist in determining the quality standards and setting the work procedures
- Identify any errors or malfunctioning of the machinery and undertake repairs or replacements of the defective components
- Interprets job tickets accurately so jobs are completed per customers requirements.

- Completes preventative maintenance and minor repairs on machines; maintains updated maintenance records; coordinates outside vendors for maintenance when needed.
- Ensure the paper gets cut and folded as per the client's requirements. Change the machinery set up in case of any deviances.
- Ensure smooth and effective functioning of the folder machinery by performing cleaning, lubricating, repairing and maintenance functions regularly
- Maintain compliance with the set quality standards. Sort out the articles not meeting the quality criterion and make replacements.

Sales Consultant

Toyota

Deerfield Beach,

August 2016 - December 2017

- Established positive and lasting relationships with customers
- Developed leads through the phone, emails, and online platforms to find potential customer
- Maintained a monthly quota of sales
- Assisted customers with completing the relevant paperwork required for a successful sale to be processed.
- Maintained reporting structures and recording sales and inventory on our CRM software.
- Collaborated with team members to reach sales targets.
- Assisted with the set up of showroom and promotional displays

Computer Skills:

- Proficient in using MS office applications of MS word, MS excel and MS PowerPoint