JACKIE L WYSINGER JR

Pearland, TX 77584 | 713-249-2208 | jwysinger@gmail.com **| Github: github.com/jackiejr18**

Professional Summary

Self-motivated college graduate with assertive and outcome-driven nature. Independent worker that can also work in teams. Detail orientated, precise and determined to learn front-end programming and graphic design. Skilled student of front-end web development with a solid foundation in the basics of computer hardware and coding, also with a love for graphic design and art.

Skills

- Microsoft Office
- HTML 5/ CSS
- JavaScript
- Linux/Git
- AWS
- Mac OS/Windows

- Illustrator
- Analytical Thinking
- Work well with staff and customers
- Organized and excels under pressure
- Time Management
- Troubleshooting Aptitude

Work History

Graphic Design/Printing   08/2022 to Current
WoodStixsNBits – Houston, TX

- Create, edit, print and paint vectorized images/logos.
- Research materials, tools and methods for uniqueness, efficiency and scalability.
- Manage E-commerce websites and listings.
- Package and ship products to customers.
- Troubleshoot and diagnose malfunctions with network hardware/software, computer(s), and printer(s).

Data Entry/ IT   01/2015 to 05/2022
Spike Energy Inc – Houston, TX

- Communicate with Electric Service Providers to provide energy for residential and commercial premises.
- Managed company data with ERM and CRM software.
- Help customers find and resolve any problems that they may have with their electrical contracts and agreements.
- Locate, balance and match commission report payments for brokerage from corresponding electrical providers.
- Troubleshoot and diagnose malfunctions with network hardware/software, computer(s), and printer(s).

Data Entry/IT   05/2013 to 08/2013
University of Texas – Houston (Health and Science Center) – Houston, TX

- Troubleshoot tablets and computers for the Children's Learning Institute while making sure the correct learning software was downloaded and installed.
- Organized the main file room for the entire department: disposed of outdated files and transferred current ones to department database for more easily accessible information.
- Worked with department to log company expenses in Excel such as travel, petty cash, room and board.
- Log patient records in Microsoft Access.
- Maintained positive relationships with staff and doctors across department.

Education

Bachelor of Science: Interdisciplinary Studies, Minor in Management of Information Systems   12/2020
University of Houston - Downtown - Houston, TX

Accomplishments

- **2012 Service Award** - Multicultural Greek Council – Encouraged organization to reach 100 total hours of community service for one semester.