JACKIE L WYSINGER JR

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# 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

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| --- | --- |
| * 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* Organized the main file room for the entire department: disposed of outdated files and transferred current ones to department database for more easily accessible information.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.