

SUMMARY

Hard working and reliable Graphic Design Major at Portland State University interested in securing employment in a Customer service oriented position with a company that can utilize my established customer service skills while providing an opportunity for growth.

EXPERIENCE

***October 2018 –
March 2020*** **Copyman / Red-E Print, Portland
Graphic Designer**

Employed as a Graphic Designer and Print Technician at a fast paced copy and design center in downtown Portland. Responsibilities primarily involved providing first class graphic design services to the Company's clients utilizing the full Adobe design suite of programs. Other responsibilities included assisting walk in customers with their project and copy needs, and opening and closing the business as required.

***December 2016 -
May 2018*** **Chipotle Mexican Grill, Portland
Kitchen Manager**

Starting as a line cook my responsibilities included preparation of fresh product and cooking meats and produce for the service line. My responsibilities included ensuring food is prepared in sufficient quantities to meet business demand, ensuring all foods are cooked properly and fully for safety, and maintaining kitchen cleanliness. Promoted to Kitchen Manager in March 2017, and my responsibilities were expanded to manage all aspects of the back of house as well as training new employees, customer service and satisfaction, opening the restaurant, and other general management responsibilities.

***June 2015-
October 2016*** **Jersey Mike's Subs, Clackamas
Crew Member**

Worked on front line interacting with customers and prepared and cooked food to order for Customers. Also worked as Cashier handling transactions, sales, and Customer Service.

EDUCATION

St. John the Apostle Catholic School • K-8 grade
LaSalle Catholic College Prep High School • 2015 Graduate (3.0 GPA)
Portland State University • Graphic Design Major Student