



[Profile]

Versatile & creative Graphic Designer with advanced web design skills and over 9 years of creating files for print. I am a detail oriented, multi-talented designer that provides creative solutions through the use of typography, proofreading, illustration and creative design & layout. Designs are executed with a clean, modern and functional style. Consistent track record of completing projects ahead of schedule and under budget.

[Skills]

Team player whom works well independently while possessing excellent interpersonal skills and the ability to prioritize tasks based on need. The ability to build, manage and upload files for offset, digital and screen printing processes & optimize/design files for web publishing. Ample experience with ad composition, posters, brochures, flyers, banners & billboards, typography, photo editing & retouching, web design and development. Expertise in: Adobe CS 6+: Photoshop, Illustrator, Indesign, Acrobat, Dreamweaver, edit and customize Wordpress themes, digital photography & scanning, HTML & CSS, Google Drive, Apple iWork & iLife suites.

[Experience]

Exclusive Health & Wellness Chiropractic

Assistant to Doctor: March 2014- April 2018

Provided social media updates, technical assistance with office peripherals, website designs and updates, graphics for websites, design of brochures, infographics, business cards, logos, newsletters, stationary and advertisements. Also, provided data entry, assistance with client intake sessions and lifestyle consultations and recommendations. Press checks, vendor interactions, customer service.

Healcode

Client Retention Specialist: August 2013- March 2014

Provided international subscribers (clients) with phone or Skype based product training and technical support. Also provided clients with the application of custom CSS, infographics design, website consultation and customer service. Additionally, assisted with product testing and user interface improvements. Use of: CSS, Firefox dev tools, Skype, Google Docs, Yammer, Zendesk.

API

Front Counter Manager/Production Artist: February 2012- July 2013

File preparation for large format signs of various substrates, scanning of large and small artwork pieces via Epson Desktop scanner and Cruse scanner. Color correction and manipulation of files, step and repeat banners and other on-the-fly designs. Provided customer service, front counter management, project tracking, daily accounting, time-clock management. Operation of all production equipment: HPZ6200, Cruse scanner, Zund cutter, grommeter, banner hemming, packing & shipping, Mac OSX, Adobe Creative Cloud/Suite.

Apple Inc.

Technical Support Representative: June 2008- November 2011

Provided phone and chat-based technical support and assistance to Apple's consumer client base with all operating system, hardware and all software issues and questions. Assisted clients with guided installations, backups, partitioning, connectivity issues and usage errors. Expert skill level in troubleshooting Mac OSX, hardware and software issues. Utilized customer service skills, conflict resolution, critical thinking skills, analytical thinking, problem solving, research, team participation, presentations and organization of team events. Additionally, I built the javascript based "Key Shorts" MacOSX dashboard utility to provide new users with a tool to learn keyboard shortcuts. Key Shorts is currently still available for download from the Apple widgets downloads.

[Education]

Art Institute of Pittsburgh Online Web Design Certificate

Austin Community College studied Associate of Applied Science in Graphic Design

Lamar University studied Bachelor of Fine Arts in Photography

