

Saul Perez

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WORK EXPERIENCE

Acme Prints - Account Manager | 2017-Present

- Assist and guide clients throughout the duration of all projects.
- Manage client expectations and resolve any issues effectively.
- Provide assistance with garment styles, materials, decorating options, artwork, inks, and finishing options.
- Gather necessary information and details needed for various departments (ex. art department, purchasing & production).
- Input and manage orders using custom print software.
- Customize quotes based on client needs and provide information regarding screen printing, embroidery and promotional products.

TumbleTeas/Tumbleweed - Graphic Designer | 2015-2017

- Successfully managed graphic projects from start to finish.
- Created eye-catching designs and managed client artwork for screen printing projects.
- Developed and maintained artwork library files.
- Created and submitted mock-up proofs for client approval.
- Prepped artwork for production and completed color separations for film output.
- Designed marketing material for print shop and parent organization, following brand guidelines.
- Worked closely with production team to ensure print quality on every project.

High 5 Design - Graphic Designer/Customer Service | 2013-2015

- Creatively designed layouts for various print forms based on client briefs.
- Assisted walk-ins and managed incoming phone calls and e-mails.
- Consulted with clients on art direction and budget for projects.
- Prioritized and managed multiple projects within design specifications and budget restrictions.
- Managed vinyl plotter, laminator, copy printer, and completed production for various jobs.
- Ensured quality control and timely completion of projects.

Summit Healthcare - Patient Registrar | 2012-2013

- Accurately obtained and recorded patient information regarding health, insurance and other vital data necessary for hospital registration.
- Entered patient data into hospital's computer system.
- Organized and maintained patient files.
- Verified patient insurance information and coded information for billing.
- Collected patient's portion of fees.
- Coordinated services with various hospital departments.

EDUCATION

UofA Coding Boot Camp | 2019-Present Full Stack Web Development Course

Northland Pioneer College | 2009-2013 Associate of Applied Science - Graphic Design

Blue Ridge High School | 2005-2009 College Prep & Vocational Diploma

PROFESSIONAL SKILLS

GRAPHIC DESIGN

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign

WEB DEVELOPMENT

- Visual Studio Code
- HTML5
- CSS
- Bootstrap
- JavaScript
- jQuery
- Git

CPU / OFFICE

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Mac OSX
- Microsoft Windows

PERSONAL SKILLS

- Creative
- Organized
- Communicative
- Team Player
- Positive
- Bilingual (English/Spanish)