

SEAN RHOADES

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EXPERIENCE

JBCCONNECT

Creative/Technology Recruiter

New York, NY

July 2014 — May 2015

- Built applicant network by researching and sourcing potential candidates through social media, posting jobs on external and internal job boards, reviewing portfolio hosting web sites, and attending meetups, job fairs, and college portfolio reviews.
- Determined applicant requirements by studying job descriptions and job qualifications.
- Met with candidates for pre-screenings; reviewed resumes and portfolios to match candidates with active jobs.
- Coordinated interview times, dates, and locations between clients and candidates.
- Communicated with clients and new hires to ensure on-boarding was successful.
- Consistently met and exceeded metrics.

APPLE, INC.

Specialist

New York, NY

October 2009 — April 2013

- Maintained a friendly and knowledgeable demeanor assisting customers with troubleshooting issues and sales.
- Clearly informed customers on the most up-to-date information regarding products and services.
- Member of Personal Setup Team, providing a higher level of satisfaction by assisting customers with post-purchase questions and support in setting up their new device(s).
- Early adopter of Apple Products and third-party accessories.

GAP, INC.

Stock/Shift Supervisor

Gainesville, FL

May 2006 — March 2008

- Performed managerial duties including opening and closing of store, sales tracking and motivation, merchandising decisions, employee support, and customer service.
- Monitored stock team in both front and back ends of the store, lead stock shipment receiving and processing, directed stock team with various merchandising duties.
- Aided in visual merchandising and floor sets, including overnights.

UNIVERSITY OF FLORIDA FOUNDATION — PUBLICATIONS DEPARTMENT

Graphic Design Intern

Gainesville, FL

Summer 2005

- Assisted with design and layout of UF Alumni Foundation publications and collateral.
- Gained valuable information about workplace practices and in a non-profit organization.
- Was the only student in my class to receive a paid internship.

HIGHLANDS TODAY — TAMPA TRIBUNE

Graphic Designer/Paginator

Sebring, FL

August 2001 — June 2003

- Designed advertisements and formatted story and page text.
- Scanned and manipulated photos for copy.
- Handled corrections and pre-flighting of broadsheets.
- Assembled layout of magazines and special sections for pre-press.
- Assisted on solutions of various computer and software issues.

EDUCATION

SANTA FE COLLEGE

Associates of Arts, Journalism

Gainesville, FL

Spring 2006 — Summer 2008

- Curriculum included general education and specialized courses in the fields of journalism and publishing.

Graphic Design Technology, 40 credit hours

Fall 2003 — Fall 2005

- Curriculum included training and skill building in graphic design principles and software.

SEBRING HIGH SCHOOL

High School Diploma, with honors

Sebring, FL

Fall 1999 — Spring 2002

- Graduated in top ten percent of graduating class.

SKILLS

PERSONAL

- Customer Service Oriented Disposition
- Problem Solver
- Multitasker
- Technology Focused
- Team Player
- Organized
- Creative
- Adaptable
- Friendly and Personable

SOFTWARE & HARDWARE

- Apple Mac OS X (OS X 10.2 Jaguar - OS X 10.11 El Capitan)
- Microsoft Windows (XP to Windows 10)
- Microsoft Office (Word, Excel, Powerpoint, Outlook)
- Software and hardware installation and upgrades
- Adobe Creative Suite 6
- HTML, CSS, and beginner JavaScript
- MaxHire recruiting software and applicant tracking system
- Point of Sale systems