



**Objective:** My objective is to be a part of an organized environment and a progressive company where I can grow and become a dependable value team player.

**Professional Skills & Expertise:**

Extensive experience in consumer and corporate promotional marketing collateral such as; campaigns and branding.

Very knowledgeable of digital and traditional print processes.

Knowledgeable of web development process.

Accustomed to highly stressful deadline-driven environments.

Strong organizational skills and detail oriented.

Able to multi-task projects, delegate and provide creative solutions.

**Software Knowledge:**

*Graphic Software (Mac & PC)*

Adobe Illustrator, Adobe Photoshop, Adobe Indesign, QuarkXpress, Dreamweaver, Adobe Animate, CorelDraw, Adobe Acrobat, Wordpress

*Publisher*, Microsoft Office Suite, Flexi Sign Pro and Flexi Sign Starter

Outlook, Gmail, Power Point, Excel

**Experience:**

**JerriBob's Pack & Ship**

**Surfside Beach, SC**

**Graphic Design**

**2021-Present**

Creation of printing materials such as; business cards, brochures, labels, banners, signs and a range of other marketing materials.

Reviewing and proofreading designs to ensure that copy, layout, and dimensions are print-ready.

Managing the timelines and workflow of print design projects.

Help with running the laser copier machine and much more.

**The Printing Port**

**Myrtle Beach, SC**

**Customer Service**

**2018-2020**

Acknowledge and appropriately greeted and assisted every customer in a timely manner.

Processed customer request/orders in a courteous, accurate and timely manner.

Managed telephone calls professionally, efficiently and with good communication skills.

Sent proofs to customers for approval.

Filed, scan and helped assist the Office Manager with office work.

Created Social Media ads utilizing the online program Canva.

Made sure daily deadlines for orders were completed for delivery.

**The Sun News**

**Myrtle Beach, SC**

**Graphic Artist**

**2012-2018**

Produced print advertising for the newspaper, magazines, emails and much more.

Formatted and scan photos for color correction, resizing and touch-ups.

Created animated gif, static and animation ads for online and social media.

Created flyers, gatefolds, mailers and other promotional materials.

Traffic and edit all web banner ads daily for corrections.

Made sure daily deadlines for producing pages were met.

**Outside The Box  
Graphic Designer**

**Conway, SC  
2012-2012**

Created/produced graphics for customers.  
Produced banner signs, t-shirt designs, car and refrigerator magnets,  
license plates and much more.  
Prepared graphics/images ready for screen print, ink-jet printer and vinyl/cutter.  
Produced all marketing materials, such as logo, catalogs, flyers, business cards, etc.

**Verizon Wireless ( 500 inbound call center)  
Customer Services Rep**

**Alpharetta, GA  
2009-2010**

Assured that customer needs are met, and satisfactory answers to  
problems and questions are provided, included answering customers queries,  
problem solving and providing detailed information on new products.  
Assisted customers with tier 1 troubleshooting.  
Provided customers with the best customer service experience.

**Dorey Publication  
Desktop Production Artist**

**Sandy Springs, GA  
2007-2009**

Provided creative and logical design solutions for the commercial  
real estate industry, and some marketing for other businesses.  
Produced marketing materials such as; packaging designs, promotional magazine ads,  
catalogs, flyers, annual reports, brochures, direct mail, campaign concepts, etc.  
Proofed and made corrections to ads that were submitted by the customer.

**Network Communications Inc.  
Graphic Artist**

**Lawrenceville, GA  
2005-2007**

Created custom and standard page layouts for ads in the Real Estate Book.  
Check for errors in ads submitted by the clients.  
Ensured that pages were accurate, to customer specifications and forward  
to their intended destination.  
Produce photo editing, photo manipulation, and logo creations and redesign.

**Education:**

**American InterContinental University**  
Bachelor of Fine Arts with a concentration in Digital Design

**Atlanta, GA  
2001-2005**

**Horry Georgetown Technical College**  
Associated of Arts

**Conway, SC  
1998-2001**