



EXPERIENCE

Freelance Designer: 10/2017 - Current

Jaime Smith Designs

Created custom design and print jobs for various clients

Graphic Designer & Web Administrator: 07/2013 - 10/2017

United States Air Force (NAF) - Montgomery, AL

Designed print/digital marketing materials for base activities

Interfaced/worked with in-house print shop customers

Responsible for completing all Community Services Flight jobs

Maintained/improved 42d Force Support Squadron website

Coded/launched a web-based marketing request system

Graphic Designer & Pre-Press Specialist: 04/2012 - 05/2013

American Printing & Copying - Colorado Springs, CO

Designed print/branding materials for businesses and individuals

Responsible for opening/closing the shop; filling cash drawers

Received/processed incoming print orders via phone/web/email

Responsible for pre-flighting/plating all print projects

Maintained company websites

Crafted individualized estimates for custom print projects

Counter Intelligence Agent: 08/2011 - 04/2012

Geek Squad - Best Buy - Colorado Springs, CO

Performed thorough data retrievals and restorations

Diagnosed/repared a variety of hardware/software PC issues

Built made-to-order computers

Store/Onsite Manager & Service Technician: 05/2010 - 04/2011

Ribbit Business Solutions - Ribbit Computers - Wichita, KS

Opened/closed the store daily; balanced cash drawers/inventory

Trained employees repair protocol; crafted weekly schedules

Acted as liaison between clients and technicians

Scheduled technicians to jobs fitting their expertise

Provided remote technical assistance for clients

Freelance Designer: 03/2011

Ribbit Business Solutions - Ribbit Computers - Wichita, KS

Updated business branch logo and designed distributed flyers

Technical Support Assoc. & Help Desk Analyst: 08/2008 - 12/2009

Help Desk - Quinnipiac University - Hamden, CT

Performed in-depth data retrievals and restorations

Reimaged numerous student hard drives via a network setup

Replaced a variety of parts in student laptops

Offered over-the-phone technical support to students and faculty

Created tickets, serviced, and closed service tickets

STATEMENT

I aim to use my broad bandwidth of creative and problem-solving experience to add fresh value to existing ideas and concepts, as well as generating effective and relevant solutions.

EDUCATION

BA: Interactive Digital Design 2006 - 2010

Quinnipiac University - Hamden, CT

Minor in Music

Graduated cum laude

FLUENT IN

Fiery Command Workstation

InDesign

Illustrator

Microsoft Office suite

Microsoft Windows OS

Photoshop

Symantec Ghost

FAMILIAR WITH

Apple OS X

Dreamweaver

Flash

HTML/CSS

Printsmith

Quickbooks

203 / 815 / 5911

hello@jaimesmithdesigns.com

www.jaimesmithdesigns.com