



EXPERIENCE

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 liason 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

Employee 2007 - 2009

Campus Copy - Hamden, CT

- Performed print production work (copying, binding, etc.)

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

6601 Blue Oaks Blvd. / Apt. 4705
Rocklin, CA 95765

203 / 815 / 5911

hello@jaimesmithdesigns.com

www.jaimesmithdesigns.com