

Jorge Cervantes

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CAREER GOAL

An entry level position in graphic design that will utilize my years of practical work experience and formal knowledge acquired in my educational background.

SUMMARY OF QUALIFICATIONS

Notable human relations skills, having dealt with a variety of customers, employees and students

Bilingual in English and Spanish

Superior ability to analyze and focus on details

Excellent knowledge of design and typography

Mastery of specialized computer software such as Adobe Creative Suite, Programming languages Java, C++ HTML and CSS, MS Office and MS Windows

Exceptional troubleshooting on computer hardware and software

PROFESSIONAL EXPERIENCE

Team Leader - Marketing/Designer (2003-Present)

Royal Blazers Inc.

National City, California

Logo design that involves digitizing for embroidery and screen printing

Company's identity development, retail environments, advertising

Motivated and coordinated a crew of up to twenty employees both at the store and on-site sales

Interviewed potential employees and presented offers

Applied discipline code and terminated employees as required

Resolved customer inquiries and complaints in a professional and tactful manner

Maintained and controlled inventory, balanced cash drawers and performed payroll duties

Customer Service - Computer Technician (1999-2003)

CyberNet Internet Cafe

Tijuana, Mexico

Maintained Computers on the best working condition

Troubleshoot Network issues

Install latest software updates and clean computers from any virus

EDUCATION

Bachelor of Science - Media Arts with Emphasis In Web Design (2010 Expected date of completion)

Platt College San Diego

San Diego, California

Associate's Science Degree - Computer Information Systems

San Diego City College

San Diego, California