

## Profile

A motivated and personable professional with ten years of experience in the quick print industry. Eleven years of experience in independent consulting for both web and print. Positive human being and always trying to find new perspectives, solutions, and ideas to challenging problems.

## Computer Skills

### ■ Programs

- Microsoft Office
- Adobe Acrobat
- Many Design Programs

### ■ OTP-POS System

FedexOffice order placement software

- Complex Order Taking
- Customer Management
- Project management
- Register system

### ■ Operating Platforms

- Windows
- Mac OS

### ■ Other

- 12 years
- Working with computers online and offline
- Natural proficiency with computers
- Learn new programs fast
- Computer trouble shooting

## Professional Experience

### ■ Kinkos/FedexOffice

Senior Retail Consultant + Project Manager + Document Creation Specialist

- Kinkos/FedexOffice is a unique back to back retail+production environment
- Project Management
- Consulted with customers from the start of their projects to the finish
- Oversaw the process of tracking complex orders offline and online
- Coordinated with machine operators to meet quality standards
- Consulted with many types of customers
- Resolved difficulties with work flow issues
- Organized digital documents for fast production
- Troubleshot documents from various applications and platforms for print production
- Multitasking within a fast paced production+retail environment

### ■ Senior Retail Consultant

- Customer Service
- Customer and Team Member Training
- Scanning documents and graphics
- Oversize Scanning
- International and Domestic Shipping
- Sales
- Register

### ■ Document Creation Specialist

- Designed ready for print production
- Flyers
- Brochures
- Business Cards
- Posters
- Signs
- Business forms
- Much more

## Employment History

Kinko's - FedExKinkos - FedExOffice  
2000-2011

Third-Power - Online Portfolio  
Design + Print + Web + More  
www.third-power.com  
1999-Current

# Graphic Design and Consulting History

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- **Truline Productions** Thin Blue Flame - Film  
Logo + Web + Print + Promotion + Production + Volunteer
- **Combat Athlete Charities**  
Combat Athletes for Nova Friburgo  
Logo + Poster + Volunteer
- **Diamondback Renovations**  
Logo + Web + Print + Site Design + Maintenance
- **Women's Adventure Race**  
Web + Logo + Print + Promotion + Volunteer
- **RELEASE San Francisco** Martel Toler & Nabil Musleh  
Flyers for various top international DJ's for major events in San Francisco.  
BT - Paul Van Dyk - Felix Da House Cat - Lazy Dog - Dfuse - Anthony Pappa - Mark Lewis - Danny Howles
- **Kamal Shalorus UFC Fighter and Arete Training Center**  
Logo + Web + Print + Social Media + Site Design + Maintenance + Volunteer
- **Benefit Jam for Chase Gouin**  
Flatland BMX Pioneer  
Flyer + Poster + Print + Volunteer
- **Austin Fit Magazine**  
2000-2002  
Site Design + Maintenance
- **Veritas Group**  
Flyer
- **Stuart Davis**  
Flyer + Volunteer
- **Still Point Aikido**  
Print + Flyers + Magazine Ad
- **Atomic Dance Factory**  
Site Design + Maintenance + Logo + Web + Print
- **Raw and Desperate** A local Austin grass roots arts and non-profit cause alliance. Just some events below. ....  
Site Design + Maintenance + Web + Print + Promotion + Production + Volunteer

- **Pandora's Box**  
Enchanted Forest  
  
4 Months of Planning  
1 Burlesque Troupe  
4 Bands  
2 Fire Dancing Troupes  
1 Acrobatic Troupe  
4 Artists  
  
800-900 Guests Attended

- **Konkrete Jungle Fashion Show**  
  
Thrift shop fashion show  
Designed the program for the show  
The show included  
17 models  
Three bands  
Stage design  
A benefit for Ecology Action  
  
200 Guests Attended

- **Art for Humanity**  
Outdoors arts market  
and music event  
  
2 Bands  
20 artists  
  
A benefit for  
Inside Books Project  
  
50 Guests Attended