

Justin Davis

2558 W. Kathleen Rd. | Phoenix, AZ 85023

Phone: (602) 558-5238 E-Mail: justdavis83@gmail.com

Portfolio: www.behance.net/gallery/37268325/Justins-Design-Portfolio

Summary

- Graphic Designer/ Production Specialist with over twelve years of experience in the design process from concept to completion.
- Skilled with Adobe Creative Suite (Illustrator, Photoshop, InDesign) Microsoft Office and web design applications (HTML5, CSS3, Wordpress).
- Hard-working & dedicated to meeting or exceeding customer expectations.

Experience

Graphic Design/Customer Service Representative

International Minute Press of Gilbert

12/2014 – 02/2018

I was responsible for developing and implementing all graphics, layouts, and production communication materials. Created numerous marketing projects for various customers including logos, brochures, business cards, infographics and advertisements. Assured that each design met or exceeded the customers expectation. Met with numerous vendors to offer solutions to all my customer's needs. Responsible for quoting out jobs, greeting customers at the front counter and by phone. I would help invoice customers out and receive payment. I have experience using the Fiery system, loading paper and printing jobs to production work. Cutting and scoring, to folding.

Graphic Designer

BlueTek Printing & Graphics

04/2014 – 06/2014

Working for BlueTek Printing my role consisted of designing different collateral materials for various customers. Logo design, brochures, business cards, banners and custom wall graphics. I worked closely with the production manager in coming up with different concepts and solutions to our customers need's.

Graphic Designer

Alpha Graphics

12/2011 – 09/2013

Working at Alphagraphics my role consisted of everything from concept, design, to the delivery of projects. Met with customers to discuss their design needs and came up with solutions to put their vision into reality. I was in charge of large format operations as well, from setting files up for print to loading the printer with the desire roll, to cleaning the machines. In my role as graphic designer I had the sole responsibility of putting together a new branding campaign for the 2012 & 2013 Great Arizona Beer Festival in Tempe, AZ.

Retail Sales Associate

Office Max

11/2010 – 10/2011

Processed an average of twenty transactions each day in a timely manner. Answered customers' questions and addressed problems and complaints in person and via phone. Opened and closed the store, which included counting cash drawers.

Graphic Designer

M3 Companies

01/2005 – 10/2010

When working with M3 Companies I put together community newsletters throughout their different entities (Prescott Lakes, Sandstone, M3 Eagle, Etc). Helped create sales presentations for the owners to present to potential investors. I implemented a CMS (Content Management System) to help archive hundreds of photos throughout the company database.

Education

Associates of Applied Science in Graphic Design

Yavapai College

09/2003 - 05/2005

Core Strengths

Active Listening Skills | Energetic Work Attitude | Team Player | Customer Service | Invoice Processing | Telecommunication Skills | Adaptive Team Player | Computer Proficiency | Creative Problem Solver | POS Systems | 10-Key | Data Entry | Mac and PC platform | Adobe Creative Cloud (Photoshop, Illustrator, Indesign) | PowerPoint | Microsoft Office | HTML5 | CSS3 | Wordpress |

Certificates/Awards

Boy Scouts of America – Eagle Scout – 2001

Perfect Attendance – PHS 1999 - 2003

References Available Upon Request