

Hello sir/ma'am,

I am an ambitious print and media professional currently interested in bringing my skills and knowledge to the right company. Not only am I motivated but also I bring a unique combination of creativity, innovation, and work ethic. I have five years of experience in print and media, in addition to having worked in customer service, writing, marketing, and sales.

In previous employment I have always been known as the "go-to-guy" and prone to take on new challenges and opportunities presented to me. My first professional employment experience resulted in three promotions over a four-year period due to exceptional performance. My high level of performance and professionalism can be accredited to my communication skills as well as my ability to learn new things quickly and effectively.

My qualifications and my employment history (below) further enforce the information I have provided. Upon request I can produce various top-notch references from management who will gladly attest to my qualifications and experience. I hope to hear from you soon and look forward to meeting you in person.

Thank you for your time and attention.

Best regards,

*Jacob R. Hursh*

## SUMMARY OF QUALIFICATIONS

- Five years of graphic design experience including print and web, raster and vector design.
- Expertise using the Corel DRAW Graphics Suite and the Adobe Creative Suite.
- Knowledge of industry standard practices in typography, color theory, layout, and formatting.
- Creation of aesthetically pleasing designs; start to finish, for any occasion and any medium.
- Exceptional creativity, ingenuity, and outside the box thinking.
- Successfully able to set and meet deadlines and goals with proper organization and time management.
- Effective problem solving skills, organization, punctuality, attention to detail, and sense of urgency.
- Ability and willingness to work, learn, and teach quickly and efficiently.

## SOFTWARE

- Corel DRAW Graphics Suite
- Adobe Creative Suite
- MS Office: Word, Excel, Outlook, etc.
- iWork: Pages, Numbers, Keynote
- iLife: iMovie, iPhoto, Garage Band

## DESIGN

- Logo & Branding
- Marketing Literature
- Web & Print Graphics
- Layout & Formatting
- Color Theory & Typography

## WRITING

- Copy/Content Writing
- Editing/Proofreading
- Process Documentation
- Training Materials
- Customer Service

## WEB

- Basic XHTML/CSS
- Content Mgmt. Systems
- Social Media
- Research
- Web Analytics

## EMPLOYMENT HISTORY

04/07 to Present – **Jacob Hursh Designs (Self)** | Freelance multimedia

- *Owner/ Graphic Designer* | Part-time | Manor, PA
- Create custom graphics.
- Design t-shirts, jerseys, business cards, brochures, literature, flyers, covers, etc...
- Provide artwork and solutions for t-shirts and apparel.
- Sell custom designs online through various websites for commission.
- Write blog articles, newsletters, FAQ articles, reviews, editorials, etc...

10/10 to 03/11 - **Stahls' DFC** | A Group Stahl company, Leader in sports apparel and innovation in garment decoration

- *Graphic Designer* | Full-time | Masontown, PA
- Designed marketing materials using Adobe Photoshop for presentation to clients including the NFL, NHL, NBA, etc...
- Created customer concepts and print ready artwork based on requests for specific designs.
- Nesting and set-up of vector design plot files for sports twill cutting as well as CAD Cut materials.
- Worked with sales team on ideas and concepts as well as samples for current and potential clients.
- Took various photographs for marketing materials as well as the owner/CEO's company blog.

07/09 to 03/10 - **Afton LLC** | National booking agency that organizes shows for small time bands at the local level

- *Pittsburgh Show Manager* | Part-time | Salem, OR
- Meeting with venue manager and staff prior to each event.
- Checked in and unloaded artists upon arrival.
- Ticket money collection and door operation.
- Set artist playing order and set time.
- Managed acts and fans in attendance.
- Post show reporting, cash deposit, referrals, etc...

02/07 to 10/10 - **Spreadshirt Inc.** | Global e-commerce creative apparel and print-on-demand platform

- *Client Relations Specialist (Marketing Support)* | Part-time | Greensburg, PA
- Effectively created copy for company communications internally as well as externally.
- Fulfilled Marketing Department requests for custom graphics for printing and promotion.
- Assisted in management of social media operations on Twitter and Facebook as well as company blogs.
- Used FBML (Facebook Markup Language) to develop and integrate t-shirt shop applications for key clients.
- Used HTML/CSS and digital graphics to develop, layout, customize, and style online t-shirt shops for key clients.
- Contacted leads and potential clients on behalf of the marketing team in attempt to acquire new clients.
- Plus all duties listed below for Design Service Specialist
- *Design Service Specialist* | Full-time | Greensburg, PA
- Reviewed, edited and created vector graphics for plot printing. Reviewed approximately 80 to 250 graphics per day.
- Developed and presented Spreadshirt's Vectors 101 Webinar. An online seminar on vector designs and CAD plotting.
- Process development, reporting, and documentation of the vector review process.
- Answered client inquiries via email and phone concerning vector and raster graphics for garment production.
- Plus all duties listed below for Customer Service and Technical Support Representative
- *Customer Service and Technical Support Representative* | Full-time | Greensburg, PA
- Answered customer inquiries via phone and email concerning orders, exchange/return, technical issues, and pricing.
- Answered client inquiries via phone and email concerning shop and marketplace platform and basic HTML/CSS.
- Composed custom email templates for recurring inquiries for the department.
- Processed checks, money orders, and credit card payments. Trusted with sensitive customer information.
- Worked with customers and quality control to resolve order fulfillment and production issues.
- *Production Associate* | Full-time | South Greensburg, PA
- Ran auto-nesting script for placing ordered graphics on corresponding pages for plot printing.
- Operated 6 plot printing machines from one computer simultaneously. Changed material and color accordingly.
- Managed and received inventory of blank garments, print material, inks, and other supplies.
- One of 3 employees to work as many as 150 hours in a two-week period during the holiday season (2007 and 2009).
- Worked all production positions successfully in less than a year before moving to the customer service department.

## EDUCATION

- Westmoreland County Comm. College – Online | Youngwood, PA | Graphic & Web Design | GPA: 3.0 | 2010 to Present
- Full Sail University – Online | Winter Park, FL | College Coursework | Internet Marketing | GPA: 3.75 | 2009 to 2010
- Central Westmoreland Career and Technology Center | New Stanton, PA | Graphic Communications | 2005 to 2007
- Hempfield Area High School | Greensburg, PA | General Academics | Class of 2007