

TYREECE SMITH

GRAPHIC DESIGNER / ILLUSTRATOR

(402)889-9488

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EMPLOYMENT HISTORY

- Performed fast-paced duties in a high-stress work environment. While being trained on the job during the busy season.*
- ART DEPARTMENT / PLATEMAKER, 2009 - PRESENT / GRIEF BROS., OMAHA, NE**
- Completed precision film stripping to correct mistakes on negatives
 - Assisted others in ensuring quality plates were available for quality printing
 - Created a rotation schedule to help reduce the cost of plates made
- Utilized customer service skills to complete sales and resolve guest complaints.*
- GUEST SERVICES / NIGHT AUDIT, 2007 - PRESENT / COMFORT INN, OMAHA, NE**
- Suggested to collect from outstanding accounts to eliminate delinquencies
 - Assisted others in memorizing short keys in order to increase productivity
 - Implemented group blocking to master accounts to eliminate guest traffic
- Obtain images from vendors and prepare images for online viewing and then post images to website.*
- WEBSITE MANAGEMENT, 2004 - 2007 / NOBBIES, OMAHA, NE**
- Suggested during our peak months offer no charges and discounts on shipping
 - Suggested we implement in-store pickup of items purchased online
 - Suggested the sale of balloon bouquet's and banners online
 - Took initiative to create new graphics to draw customers to our new products.
- Performed all aspects of customer support, including: answering telephones and providing details for products and services. Handled inbound sales duties.*
- GUEST SERVICES, 2002 - 2004 / HOLIDAY INN, OMAHA, NE**
- Answered and directed general calls
 - Resolved billing questions and disputes
 - Performed customer service, sales, and cash sales
 - Trained personnel
 - Interacted with customers extensively to maintain customer satisfaction.
 - Served as one of two representatives supporting internal customers.
- Utilized skills in time management, organization and quick thinking. Pushed myself to perform foreign manual labor tasks I had previously never attempted.*
- INVENTORY ASSOCIATE, 2001 - 2002 / SEARS**
- Implemented fun measures to motivate employees
 - Set up and adjusted machines and equipment
 - Assisted other stockroom and warehouse workers
 - Examined and inspected stock items for wear and defects
 - Delivered products, supplies, and equipment to designated area
 - Cleaned and maintained equipment and storage areas
 - Determined method of storage, identification, and stock location based environmental factors, and physical capacity of facility

EDUCATION

- Currently attending Vatterott College for an Associates Degree in Graphic Design
- Self Taught (Illustration, Web Programming, Adobe Creative Suite Software) Utilizing multiple online tutorials and instruction books.

SOFTWARE

I am highly self-motivated and have self-taught myself in the following applications. I continue my studies of these tools at Vatterott college. Where I am enrolled in their Graphic Design Program.

PHOTOSHOP ILLUSTRATOR INDESIGN QUARKEXPRESS DREAMWEAVER FLASH CARRARA

I am confident in learning and using new software. Utilizing the basics of any software holds no challenge for me. Allowing me to bypass novice and become an intermediate user within minimal time in many applications.

HONORS

- Honor Roll awarded to me every phase I was eligible to receive it
- Student of the Phase awarded to me every phase I was eligible to receive it
- 3.9 Grade Point Average maintained throughout the school year
- Highly encouraged by instructors to bypass internship and obtain a position in the Graphic Design industry immediately
- Member of Vatterott's Student Government Committee