

Jean Paul Mejia

Graphic Designer

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Taylor, TX 76574

512-269-7239
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Education

Art Institute of Austin / BA in Graphic & Web Design
August 2013- June 2017, Roundrock, TX

Learned marketing and branding Applying knowledge in layout, font design, color fundamentals and logo design. Working in team environments to create and develop ideas.

Skills

Microsoft Office/ Adobe CC/ Bilingual/ Customer Service/ Inventory Management/ Communication/ Team Building/ Resource Management/ Leadership Development/ Organizational Skills/ Strategic Planning/ Customer Relations/ Cross-functional Team leadership

Experience

Hill Country Wholesale & Distribution / Shipping Clerk
April 2013 - August 2013, Pflugerville, TX

Facilitated shipping and receiving procedures at company that distributed Firearms and ammunition. Received shipments from third-party suppliers, and packed and shipped material to vendors. Accurately picked, packed, and shipped finished goods to customers and sales reps while updating inventory and following related policies and procedures. Managed system inventory data and performed routine audits to maintain inventory and data integrity. Identified and communicated material and inventory issues or shortages to mitigate production disruptions.

Sam's Club / CSR

October 2012 - April 2013, Roundrock, TX

Maintained stellar customer service and relations at all times. Ensured proper merchandise presentation was maintained in accordance with company standards and guidelines. Controlled merchandise shortage through personal awareness. Interacted with customers and co-workers in a friendly, cooperative manner. Demonstrated high degree of professionalism in communication, attitude and teamwork with peers and management team.

General Electric / Assistant Tech

July 2012 - September 2012, Austin, TX

Maintain, service, and troubleshoot appliances for customers. Converse with customers and take feedback on equipment. Plan field visits by communicating with the authorized person at client's place. Participate in technical training for self improvement and staying current with latest technologies. Maintain a log file about client's complaints and ensure they are addressed timely.

CenTex HVAC and Refrigeration school / Office clerk

March 2012 - July 2012, Austin, TX

Self-reliant and motivated with a proven ability to work as a team. Ability to set expectations for others and provide clear direction and follow up. Confident in communicating and managing. Ability to prioritize and organize work in order to make the most efficient use of time available. Experience of setting action plans, as well as setting and following up on goals. Ability to adjust the style of communication to get the message across to the receiver.

Ability to communicate confidently and clearly in English or Spanish.

Cerqa / Shipping & Receiving Clerk

October 2011 - March 2012, Austin, TX

Received shipments and check them for accuracy. Prepare outgoing shipments by packing and labeling them properly. Coordinate bin counts and investigate discrepancies. Check products for accuracy of serial and batch numbers. Process work orders and invoices. Make arrangements for shipment pick-up. Ensure that all shipments are sent out in a timely fashion. Maintain an adequate supply of shipping materials. Handle shipping inventory and stocks information. Doing monotonous work when preparing packages for shipping.

Military

United States Marine Corps / Radio Operator

September 2002 - March 2006

Learned and applied Leadership fundamentals that became integral to my service. As well as getting the principle lessons in honor, courage and commitment.

References

Trey Jackson / Creative Director of Non-Profit

512-665-1745

Adrian Quintero / Freelance Graphic Artist

512-736-0593

Curtis Marshman / Freelance Graphic Designer

910-382-8622

Maritza Tolbert / Manager at Applied Materials

512-657-0949