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Employment

ITPS, Analysis & Review Tier 2

Apple

2018 to current

Highlights ·

Delivered presentations and developed training materials. Judgement calls & value assessments made, utilizing alternative resources to verify claims. Organization and scrutiny consistently

applied.

Daily Tasks ·

Curating & maintaining iTunes music libraries, reviewing artist & provider requests, e-mail correspondence

AppleCare Partner Relations, AMR Tier 1

Apple 2012 to 2018

Highlights ·

Selected by management to spearhead new procedures, including troubleshooting and standard practice generation. Chosen to mentor new employees, providing them with the tools and resources to be effective advisors. Maintained high productivity levels, often in excess of the role average. 90-day rotation as Tier 2 Advisor, with excellent results.

Daily Tasks ·

Customer service (phone & e-mail), account creation & management, billing & refunds, technical support, processing credit card orders

Apple Developer Program Support

Volt Workforce Solutions

2011 to 2012

Highlights ·

Focused on keeping up-to-date during a time of great transition in the department, remaining adaptable and alerting teammates to any altered procedures.

Daily Tasks ·

Customer service, training new employees, account creation & management, technical support, billing & refunds

Objective

To utilize my art & design skills in a forward-looking company that will provide me with creative challenges, in an atmosphere of professionalism & creativity.

Software

Adobe Creative Suite MacOS & iOS WPM: 79

Experience

Client-based Relationships

Customer Service

Campaign & Publication Design

Eagle Scout

Fine Art & Illustration Print & Web Design

Education

Bachelor of Science in Graphic Design, California State University, Sacramento

Graduated 2011

Art Direction

Studies

Corporate Identity & Systems
Design Production Management

Fine Art & Art History
Grids & Color Theory
Music History & Theory
Process & Concent Devel

Process & Concept Development Typography—Theory & Application