**Jlc rex -Age 26.**

**jlcrex@hotmail.com**

**Cell-** **214-640-5028**

**2715 Romines Mill Road TX 75247**

Work Experience

New kirk Presbyterian

Blythewood, SC

January 2014 to Present

• Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.

• Determine size and arrangement of illustrative material and copy, and select style and size of type.

• Draw and print charts, graphs, illustrations, and other kinds of artwork, using computer.

• Prepare notes and instructions for workers who assemble and prepare final layouts for printing.

• Research new software or design concepts.

• Mark up, paste, and assemble final layouts to prepare layouts for printer.

• Photograph layouts, using camera, to make layout prints for supervisors or clients.

• Study illustrations and photographs to plan presentation of materials, products, or services.

• Write, design, or edit web page content, or direct others producing content.

• Design, build, or maintain web sites, using authoring or scripting languages, content

creation tools, management tools, and digital media.

• Use computer software to generate new images.

• Review final layouts and suggest improvements as needed.

• Develop graphics and layouts for product illustrations, company logos, and Internet

websites.

• Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.

• Perform or direct web site updates.

• Back up files from web sites to local directories for instant recovery in case of problems.

• Write, design, or edit web page content, or direct others producing content.

• Design, build, or maintain web sites, using authoring or scripting languages, content

creation tools, management tools, and digital media.

Education

**Bachelor's in Information technology**

South University

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Columbia, SC

April 2017 to June 2019

**Associate in Graphic design**

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Columbia, SC

June 2014 to June 2017

Skills

adobe photoshop (6 years), Java (1 year), Android, PHP, HTML 5 (10+ years)

Assessments

**Search Engine Optimization — Proficient**

May 2019

Measures a candidate's ability to interpret online website performance metrics and understand search engine optimization tactics.

Full results: <https://share.indeedassessments.com/share_assignment/ycoa1megofkhecck>

**Basic Computer Skills: PC — Expert**

May 2019

Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems.

Full results: <https://share.indeedassessments.com/share_assignment/ekxtc9e-b0-kx-is>

**Technical Support — Familiar**

May 2019

Measures a candidate's ability to apply protocols to identify errors and solutions in order to maintain system function.

Full results: <https://share.indeedassessments.com/share_assignment/iqpgetqg7llumo32>

**Basic Word Processing with Microsoft Word — Expert**

May 2019

Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text.

Full results: <https://share.indeedassessments.com/share_assignment/qv1xlbohegdulopi>

**Social Media — Familiar**

May 2019

Measures a candidate's ability to create content, communicate online, and build a brand's reputation.

Full results: <https://share.indeedassessments.com/share_assignment/7cipqot2jarlzdfq>

**Email — Highly Proficient**

May 2019

Measures a candidate’s ability to effectively compose and organize email messages.

Full results: <https://share.indeedassessments.com/share_assignment/i4fpr5x9f1yaf-qc>

**Customer Focus & Orientation — Proficient**

June 2019

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/share_assignment/35zosoepuelppntb>

**Basic Maintenance and Repair — Proficient**

August 2019

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities.

Full results: <https://share.indeedassessments.com/share_assignment/plhjvk7ibaw1m4yp>

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