

# Jay Webb

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**OVERVIEW** An experienced graphic designer possesses the ability to work quickly and comfortably between multiple projects and lead a project and team, providing guidance and leadership.

**EDUCATION** **Associate of Science Degree: Graphic Design and Multimedia**  
*Westwood College - Denver, Colorado - 2007*

**SKILLS**

**Graphic Design / Web Design**

- Developed landing pages to increase conversion rates
- Created icons and images for a web development company
- Created and edited digital images for the production of designer throws
- Designed and hand-coded HTML pages for local businesses
- Designed and typeset business cards and letterheads
- Maintained a company website with updated information and photos
- Designed brochures, flyers and manuals for printing

**Project Management / Administration / Organizational Ability**

- Managed multiple design projects under tight deadlines
- Managed and controlled facility, payroll and inventory costs
- Managed and organized the job orders in a printing shop
- Controlled restaurant orders, inventory and waste
- Managed and controlled cash and deposits

**Management / Training / Customer Service**

- Trained restaurant employees and teams
- Handled customer complaints and implemented action plans
- Managed and conducted interviews, hiring and terminations
- Led management and employee meetings
- Managed the employee weekly labor schedules
- Coached and trained teams on following correct procedures

<b>RELATED EXPERIENCE</b>	<b>Self-Employed</b>	<i>Freelance Graphic Designer, Langwarrin, VIC</i>	2010 - Current
	<b>Bwired</b>	<i>Volunteer Graphic Designer, Melbourne, VIC</i>	2009
	<b>Flirt Creative</b>	<i>Volunteer Graphic Designer, Melbourne, VIC</i>	2008
	<b>Damar Worldwide</b>	<i>Graphic Designer, Aurora, MO</i>	2007
	<b>Minuteman Press</b>	<i>Graphic Designer, San Diego, CA</i>	2003
	<b>Crown Crafts</b>	<i>Graphic Designer, Dalton, GA</i>	1994-1996

<b>ADDITIONAL EXPERIENCE</b>	<b>KFC</b>	<i>Assistant Manager, Chelsea Heights, VIC</i>	2010 - Current
	<b>Arby's Roast Beef</b>	<i>Assistant Manager, San Diego, CA</i>	2007
	<b>Burger King</b>	<i>Assistant Manager, Springfield, MO</i>	2003-2007
	<b>Hardees</b>	<i>Assistant Manager, Springfield, MO</i>	1998-2002
	<b>KFC</b>	<i>Assistant Manager, Bolivar, MO</i>	1996-1998