

Jaime Ortiz
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Objective

Seeking a position as a creative professional where my extensive experience will be further developed and utilized.

Education

2007-Present: Major: Digital Media- Virginia Marti College of Art and Design

1993-1997: Graduated from St. Joseph Academy Cleveland, Oh

Awards

Virginia Marti College Perfect Attendance Award: Fall Quarter 07', Winter Quarter 08'

Virginia Marti College Presidential Academic Achievement Award: Winter Quarter 08'

Associations

Virginia Marti College Digital Media Collective

Professional Skills

- **Customer Service:** Excellent CSR, communication, and organizational skills.
- **Microsoft Word, Power Point, Excel:** Proficient with all programs.
- **Concept Development:** Skilled at independent and collaborative creative efforts.
- **Storyboarding:** Skilled at independent and collaborative creative efforts.
- **Adobe Suite: Dreamweaver/Flash/Photoshop:** Proficient with all programs.
- **Motion:** Experienced with motion graphics.

Employment Experience

2000-2008: Power City International Trucks

Responsibilities: Accounting (AR/AP), receptionist, cashier, payroll, data entry, Fleet Charge Manager

1997-2000: United Magazine

Responsibilities: CSR on the main switchboard, data entry

1995-1997: Cleveland Public Library (Rockport Branch)

Responsibilities: Page-shelving books per the Library of Congress System, assisting patrons, light cleaning

Additional Experience

Gallery Showings:

2005: Murphy's Loft- Fairview Park, Oh

2005: Common Grounds Coffee House- Cleveland, Oh