

JAKE MARTINEZ

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OBJECTIVE

MY GOAL IS TO INTEGRATE MY BUSINESS AND CREATIVE BACKGROUNDS TO DRIVE INNOVATIVE BRANDS AND PRODUCTS. I PRIDE MYSELF AS A TEAM PLAYER WHO HAS A UNIQUE BACKGROUND IN SMALL BUSINESS MANAGEMENT, DESIGN, AND SIGN PRODUCTION/INSTALLATION. I AM CONFIDENT THAT MY SKILLS, EDUCATION, EXPERIENCE, AND PASSION HAVE PREPARED ME TO BE AN ASSET TO YOUR TEAM.

EDUCATION

Columbia College Chicago September 2018 - May 2021

- *Bachelor of Arts - Computer Animation*
 - o *Cumulative GPA: 3.5*
 - o *Recognized in SPACE: Stage Play - Animator & Composite Artist Columbia College Chicago*
 - o *Relevant Coursework: Professional Development (Portfolio), 3D Modeling, Fundamentals of Audio*
 - o *Technical Experience: Auto Desk Maya, 3dsMax, Ableton, Adobe: Illustrator-Photoshop-Indesign, Animation Pipeline, Deadlines*

Mchenry County College September 2015 - May 2018

- *Certificate in Entrepreneurship*
 - o *Relevant Coursework: Accounting, Micro/Macro Economics, Business Planning, Entrepreneurship*
 - o *Technical Experience: MS: Word-Excel-PowerPoint, Google: Docs-Sheets-Slides, Outlook, Intuit Quickbooks*
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WORK EXPERIENCE

Sign & Vinyl Installer 2023 - 2024
Graphics Garage Hebron, IL

- Installed various signs and vinyl with precision, ensuring alignment with finalized proofs.
- Measured, cut, weeded, and applied vinyl while assembling and mounting signage components with proper surface preparation.

Reference: Juan Trevino - Installation Manager

Contact: 224-717-4963

Store Manager | Graphic Designer | Sign & Vinyl Installer 2020 - 2022
A-Monks Sign Company Glenview, IL

- Managed projects from initial customer inquiry to final product delivery, providing clear communication and guidance to B2B and B2C clients.
- Introduced the Kanban Board system, optimizing workflow and boosting team productivity.
- Oversaw 30+ concurrent projects for small businesses to major brands, ensuring quality results under tight deadlines.
- Conducted brand research and developed impactful graphics, enhancing brand visibility and consistency

Reference: Danny Smott - Trainer/ Past Management

Contact: 224-436-7836

Seasonal Operations Manager/Director 2015 - Present
PLP of Illinois LLC - Zorbing at Richardson Adventure Farm Spring Grove, IL

- Ensured compliance with state regulations, managing safety protocols, risk assessment, and operational standards.
- Led, scheduled, and trained a team of 10+ employees, fostering a positive work environment and ensuring staff readiness through comprehensive safety training.
- Delivered exceptional customer service, creating a fun and memorable experience for guests.
- Recorded and tracked daily/ annual transactions, and prepared financial reports to ensure accuracy and educated spending.

Reference: Rachel Martinez - Business Owner

Contact: 708-362-2280

SKILLS & STRENGTHS

- **Project Management & Communications**
- **Creative Design**
- **Team Leadership**
- **Data entry & Bookkeeping**