

# JORDAN M BURKHOLDER

(281) 450-4675 **Management and Design**

www.JordanMBurkholder.com JordanMBurkholder@Gmail.com



Published author, freelance artist, web and graphic designer, with a wealth of experience in management, customer service, and technology repair and support.

## Assistant

**Omni Financial** May 2019 - July 2019

In charge of collecting, assessing and presenting financial information + Drafting and executing forms and letters to the client as well as the IRS + Coordinating with agents and clients to come to timely resolutions to due dates and tax liabilities.

## General Manager

**Media Mail Holdings LLC (Shipping on the Hill)** March 2019 - May 2019

Alex Luttrell - (303) 956-2143

In charge of overseeing parcel distribution and major projects + directing employees + coordinating schedules + fielding customer service inquiries. Responsible for managing distribution both domestically and internationally + fulfillment of orders made + collection of payments.

## Acting General Manager / Head Repairman

**DB Electronics (Iphone Repair on the Hill)** January 2018 - June 2018

Darius Sedaghat - (303) 883-3748

Hired on limited contract to manage store + employees. Conducted computer, smartphone + device repair. Educated staff on software + OS repair.

## Freelance Graphic Designer

**JMB Design and Repair** Since June 2015

Designed websites, logos + branding for over 50 satisfied customers since 2015

Assisted clients both face to face + remotely to reach project goals.

## Sales Associate / Brand Artist

**Meininger Art Supply** June 2018 - January 2019

Patrick Redman - (303) 884-2946

Demonstrated knowledge + skill with a variety of art products. Provided web + graphic design services to store marketing projects.

Assisted with art instructional classes.

## General and Creative Manager

**Cardiff Postal** June 2015 - June 2016

Nick Chaudary - (281) 394-5778

Managed daily store operations + employees.

Assisted customers with domestic + international shipments.

Researched domestic + international postal regulations.

Directed all marketing, graphic + website design projects.

## Skills

Writing

Customer Service

Web Development

Graphic Design

Management

## Languages



## Certifications



Microsoft Office Suite

Mac OS Support Essentials

Kodak Technician Certification

## References

**Kari Ruehlen** - Manager - (520) 481-5080 - Worked together at Meiningers Art Supply for 6 months.

**Lee Prescott** - Client / Associate - (713) 213-3943 - An artist I have collaborated with, and client I worked with to build their portfolio website.

**Michael Toups** - Coworker - (409) 626-2312 - Worked together at Meiningers Art Supply.

## Letters of Recommendation available from:

Patrick Redman (Meiningers)

Daruish Sedaghat (DB Electronics)

Nick Chaudary (Cardiff Postal)

*I look forward to working with you*