JORDAN M BURKHOLDER

(281) 450 - 4675 www.JordanMBurkholder.com Management and Design
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 Dariush 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

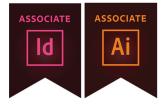
Managed daily store operations + employees.

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 Managment Languages English 100%

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