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# MAURICE LOPEZ

## OBJECTIVE

My objective is to pursue a career as a Web/Graphic Designer, where I can further enhance my skills and to also be a valuable commodity and asset to a company.

## SKILLS

- Proficient in HTML , CSS
- Working knowledge of PHP , MySQL, Javascript, JQuery, Flash
- Experience with Adobe Dreamweaver, PhotoShop, Illustrator, Indesign
- Final Cut Pro experience & 3d Autodesk Modeling Animation
- Experience with photography and using an Nikon SLR camera
- Experience using MySQL & phpmyadmin & databases on servers
- Content Management System experience(Wordpress, Joomla, Drupal, Ecommerce shopping)
- Proficient in Microsoft office, Excel, Powerpoint
- Experience in using Oscommerce to build an extensive catalog
- Cross browser scripting
- Good understanding of SEO and website speed and performance
- Social Media experience
- Client Experience(over 10 projects in 2011)
- Customer Service Experience in sales
- Project Management Experience
- Very structured and organized
- Keen attention to detail and time
- Quick Learner
- Leadership skills
- Self-motivated
- I work well with teams and individually with minimal supervision
- Being a former assistant manager of a retail store and being a current youth leader at my church has allowed me to demonstrate and enhance my skills in the areas of leadership and trust

## EXPERIENCE

### **Freelance Web Design Projects**

January 2011 to present, Edmonton AB

Check out <http://www.mauricelopez.com/portfolio.html#all> for all my client projects

### **Operations/Communications Assistant, The Brick Corporate Office**

October 2012 to May 2013, Edmonton AB

- I was in charge of the monthly planning calendar, where I created custom banners and themes for each month of the year in photoshop/illustrator and indesign. I also gathered content from other departments for placement on the calendar.
- I created the meeting requests for weekly feedback calls, monthly planning calendar meetings and oversaw the attendance of people who attend the meetings.
- I oversaw the Q&A forum, where I addressed store issues and responded with answers from important leads in other departments.
- I was responsible for the completion of daily, weekly, and monthly reports for the operations department

### **Pre board Screening Officer, Edmonton International Airport**

January 2009 to February 2009, Edmonton AB

I was responsible for checking people's luggage at customs and gate. I had the authority to confiscate any items that were deemed dangerous. I also checked boarding passes before passengers boarded. I also had security clearance to access any part of the airport.

### **Assistant Manager, The Source By Circuit City**

August 2008 to January 2009, Edmonton AB

I supervised and trained new staff. I was also in charge of repairs and calling customers when parts or repairs arrived. I did payroll as well as handle shipments by receiving and sending out. I coached new staff and set quotas for the store and sales people to meet. I also received awards in 2007 and 2008 for high excellence in fiscal sales for the Alberta district.

### **Customer Service Representative, The Source By Circuit City**

August 2005 to August 2008, Edmonton AB

My duties were selling electronics and helping answer customers questions. I was also a certified Rogers sales representative and sold cell phones as well I did credit applications for HSBC. I handled cash transactions and opened and closed the store. Other tasks included stocking merchandise, pricing and cleaning of the store.

## EDUCATION

### **Digital Media & IT, Nait (2 Year Diploma)**

September 2009 to April 2011, Edmonton AB

Learned the core fundamentals of web design & development.  
Learned the principles of colour theory, typography and design  
Coming out of the program, I am able to develop dynamic websites incorporating  
markup and programming languages  
Finished with a 3.3GPA overall

## **WP Wagner High School**

September 2002 to June 2005, Edmonton AB

Played on the men's soccer team in grade 10 & 11

Received a honors standing in Grade 10

## **VOLUNTEER WORK**

I'm a youth leader at my church. I'm responsible for helping organize events for grade 7-grade 12 youth every Friday. Sometimes I have the responsibility of being a leader to a certain group of kids throughout the night. We also take the time as leaders to sit down and talk with kids who are having problems in their teenage lives and to be mentors as well.

Once and a while, me and other leaders from the church donate clothes to the mustard seed and Salvation Army. We also will go downtown, feeding the homeless and talking to them one on one.

I volunteered this past summer as a soccer coach for kids at our local church.

## **REFERENCES**

**John Andromidas:** 780 231 1143

**Asher Khalil:** 780 266 5737

**Tim Sesink:** 780 966 9157

**Dave Yadallee:** 780 473 4587

