Jose L. Meza Jr.
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Work Experience

Biltmore Graphics – Scottsdale, Arizona | *Graphic Designer – 2012-Present*

A variety of responsibilities in a smaller business office including pre-press, digital format printing and AB Dick RIP system. Design identity and advertising consisting of brochures, postcards, flyers, covers, business cards, decals and mailers, as well as, setup for all print media projects, from concept to completion within tight deadlines in a fast-paced environment. Working closely with pressman as a team player, organize work flow and time management for all print media projects.

Trimedica - Tempe, Arizona | *Lead Graphic Designer – 2009-2012*

As the Lead Designer I was in charge of all graphic projects in-house. I successfully managed and coordinated all graphic design projects from concept through completion; along with overseeing the conclusion of deadline-driven projects. Worked closely with The Vice President of Sales and Marketing to create vision, update the company's identity and conceive new designs. Created design themes and graphics for marketing and sales associates.

Toshiba Business Solutions – Tempe, Arizona | *Solutions Specialist/Sales – 2005-2008*

My roles within the company were extremely broad, ranging from creative, technical support; to color management, client contact and sales. I have proven myself to be an all rounder.

As a Solution Specialist, my priority was customer relations to keep our customers happy. I achieved this by training them thoroughly on their office solutions and a wide range of technical support on-site or off-site.

As sales, I supported my sales reps on both pre-sales and post-sales on all office solutions. Educating them on our products, and often comparing our competition's weaknesses, as well as, demos for prospect clientele.

As a Graphic Designer, I was responsible for their marketing consisting in magazine ads, business cards, delivery trucks and promotional items.

SmartHealth – Phoenix, Arizona | *Graphic Designer/Production – 2001-2005*

Design concepts, execution, and presentation of posters, signage, brochures, greeting cards, mailers, and scrub apparel. Interdepartmental designs included postcards, tote bags, business cards, catalog covers, catalog spreads and promotional ads. Production involved set-to-print, and typesetting of postcards and catalog layout.

Desert Son Printing – Phoenix, Arizona | *Graphic Designer/Typesetter – 2000-2001*

A variety of responsibilities in a smaller business office including pre-press. Design identity and advertising consisting of brochures, postcards, flyers, covers, business cards, decals and mailers. Customer service involving placement of orders, coordinating, delivery, and presentation.

Software Proficiency

Photoshop • InDesign • Illustrator • Acrobat • Quark • Adobe After Effects • Wordpress | MAC and PC platforms

Education

Art Institute of Phoenix
Associate of Arts in Visual Communications, Emphasis in Graphic Design

Special Skills/Additional Experience

Bilingual (English/Spanish)

P.F. Chang's • The Martz Agency – Scottsdale, AZ • Dillon Optics, Scottsdale, AZ • SmartPractice – Phoenix, AZ