



JACOB GREENE
775-544-8554 Greenejacob3@gmail.com

Work experience:

Personal assistant

Help high-level executives with day-to-day operations and help them navigate their day.

Purchasing manager

(Levy Restaurants) Reno NV 04/2009-10/2013

Food purchasing. Made certain all purchases are made from authorized vendors and when it was appropriate, established significant new vendor contacts.

Received all food items in accordance with OSHA standards for safety. Conduct monthly physical inventories. Purchased supplies as needed. Focused on kitchen morale, performance,

Appearance. Awareness and involvement in kitchen maintenance and I worked with the GM and owners to schedule major capital expenditures. Daily shift responsibilities.

Related Skills and Abilities:

Software: Microsoft Office, PowerPoint, Excel, Word, Outlook, Adobe, Photoshop, InDesign, Dreamweaver, Premiere Pro, Lightroom, Illustrator, Muse, After Effects, Photoshop Mix, Capture, Comp, Premiere Clip, Adobe Audition, Flash Builder, and Adobe Animate.

Other: photography, hand illustration, marker comps, story boards, type 35-wpm, strong Communicator, ability to work in a diverse team environment.

Education:

University of Nevada Reno

BFA, Graphic Design with Minor in Drawing, May, 2021

Truckee Meadows Community College, Reno, Nevada

Graphic Communication ,Associate Degree of Applied

Science, May,2017 Fine Art, Associate Degree of Liberal Arts

May, 2021

Interests:

Personal Interests: Hiking, Art and Music Festivals, Museums, Theatre, Photography, Camping, Car Racing, Horticulture and Herbology, Art, and Sculpture.

Awards:

Gold ADDY Award for Single Illustration, District 2017

Silver ADDY Award for regionals ,2017

Bronze Addy national, 2017

References:

Available upon request