



Jeffrey Smith

Profile

Phone: (559) 312-5320
Email: jefsmith@ucdavis.edu
Website: jeffreylouissmith.com
Address: Fresno, CA

Statement

Soon to be Design Graduate from UC Davis, seeking a job in a design related field (after completing one last class to meet the foreign language requirement). Motivated, dedicated, and passionate in creative design process. Strong skills in both leadership and teamwork.

Education

University of California, Davis 2011-2017
BA Design (Expected completion Spring 2018)

Software and Tech Skills

- Microsoft Office Suite
- Google Suite
- Adobe CS (Photoshop, Illustrator, InDesign)
- Vectorworks
- Revit
- Artlantis Studio
- SketchUp
- Rhinoceros (3D)
- CSS and HTML5 (Novice)
- Mac and Windows Experienced
- Social Media (FaceBook, Instagram, Twitter)
- Smartsheets
- Expensify
- Slack

Leadership

Alpha Epsilon Pi, Chi Delta Chapter, Davis, CA

- President, March 2014 – March 2015
- Vice President, March 2013 – March 2014.

North American Federation of Temple Youth,
Central Western Region, NFTY URJ,
San Francisco, CA

- Regional Board Membership Vice President, May 2010 – May 2011.

Experience

Designer, Darden Architects, Fresno, CA
November 2017 - Present

Create and manage graphic design elements in various architectural design projects for K-12, higher education, and commercial clients.

Achievements:

- Design unique graphics/logos, presentations, and site plans.
- Manage projects and work with clients to ensure quality work.

Lab Assistant, Design Computer Lab, UC Davis
June 2016 – June 2017

Made various prints (Laser, 3D, Fabric, etc.), helped with computer design projects (Adobe Creative Suite), managed computer and lab equipment, and collected money with receipts.

Achievements:

- Assisted students in completing design projects.
- Created a safe and work-friendly environment.

Project Manager, MBS Accountancy Corporation, Fresno, CA
March 2016 – April 2016

Managed and facilitated a company's move to a new office. Independently completed tasks including purchasing and selling equipment, logging finances and data, and working with vendors.

Achievements:

- Ensured a smooth and complete transition for the company.
- Designed and selected interior furniture, equipment and tech.

Interpretive Guide, Fresno Chaffee Zoo, Fresno, CA
November 2015 – April 2016

Communicated with guests of all ages, gave information on the various educational/hands on exhibits at the zoo. Focused on guest relations, staff relations, and animal care.

Achievements:

- Created meaningful experiences for all guests.
- Redesigned enclosures to increase functionality and comfort.

Staff Assistant, Student Government Admin Office, UC Davis
April 2012 – November 2014

Formatted and edited legislative documents for Student Government. Composed spreadsheets and logs. Maintained office databases. Completed general clerical work.

Achievements:

- Revamped and reconfigured office space and documents.
- Created professional office logo and desktop image.