

JAMES UNDERWOOD

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Objective

To effectively use and develop my technical, artistic, and creative skills for meaningful employment in my chosen field.

Skills

Experienced with: Both Windows and Mac Operating Systems
Adobe Creative Suite

Education

Graduated from Assiniboine Community College with a web design degree. Completed a two month internship with Innovative Media Group.

Attended Neepawa Area Collegiate and received both a Manitoba High School and a Beautiful Plains School Division Degree.

Employment

- 2003 - Present **Print, Ad and Web designer, Neepawa Banner**
Designed ads, business cards and various other print products for clients and my employer. Also maintained websites.
- 1999 - 2002 **Car Detailer, Murray's of Neepawa**
Fully detailed cars from top to bottom including polishing, assisted mechanics and did various deliveries and pickups.
- 1998 - 2002 **Gas Jockey, Neepawa Turbo (Neepawa Shell)**
Pumped gas, various cleaning tasks, handled cash transactions, customer relations, various stocking duties.
- 1996 - 1998 **Gas Jockey, Rutledge Garage (Crossroads Chrysler)**
Served gas, various cleaning tasks such as vacuuming, sweeping and car detailing. Dealt with customer purchases and provided information about the vehicles for sale.

Personal

I have various interests including technology, automobiles and computers. I am a fast learner, and I welcome new challenges. I enjoy using my creativity and talents in my work. I have a fine attention to detail and deadlines. I work well independently, but enjoy being part of a team.

References

Dean Dietrich
General Manger
Neepawa Banner
1-888-436-4242

Maurice Legros
Service Manager
Murray's of Neepawa
(204) 476-3317

Babe Kulbacki
Friend
727-6587