

//Contact

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//Social Media

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//Software

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Acrobat
Wordpress
HTML
CSS
Microsoft Word
Microsoft Excel
Microsoft Outlook
Windows OS
Mac OS

//Qualifications & Skills

I am a creative, versatile graphic designer who is able to effectively communicate a visual message. My experience with customer service allows me to work directly with clients to discuss ideas and present design solutions to suit their needs. I am experienced in design and layout for print as well as web. I have an excellent ability to communicate and work in a team setting. I have strong organizational skills and am able to manage multiple projects at the same time. I am familiar with working under tight deadlines. I am able to manage a project from start to finish with little supervision.

//Professional Experience

MHS Customer Service, Inc.

2005–Present

Accounts Receivable

January 2005–May 2006 & March 2010–Present

- Responsible for managing financial accounts for 50-75 unique clients.
- Oversee day-to-day billing.
- Improved job efficiency by creating and implementing standard billing procedures to ensure maximum productivity.
- Trained newly hired employees on standard operating procedures and software programs.

Operations Coordinator

May 2006–March 2010

- Assisted our Vice President of Operations in creating and implementing.
- Designed and created interactive forms, resulting in increased productivity.
- Monitor inspection reports and proposals for accuracy prior to submitting to client.
- Managed and operated our online work order system.
- Coordinate communication between our clients and project managers.
- Assign and schedule our field employees to jobsites.
- Trained newly hired employees on standard operating procedures and software programs.

Sales & Marketing Assistant

February 2010–Present

- Assisted our Sales & Marketing department in the design and creation of printed marketing materials and literature, including postcards, brochures, flyers, banners, etc.
- Initiated plans for newly designed company website.
- Responsible for research, design and production of new company website.
- Monitor and maintain company website.

//Professional Experience cont.

The Sports Authority 2003–2004

Sales Associate

October 2003–September 2004

- Assist customers in finding products to best suit their needs.
- Operate cash register and ensure that the money was balanced on a daily basis.
- Organize all floor merchandise in my department.
- Maintain customer satisfaction.

//Freelance Experience

Freelance Graphic Designer 2010–Present

- Research and design various printed products.
- Research and design multiple websites.

//Organizations

National Technical Honor Society 2013

Member

//Education

Coleman University–San Diego, CA August 2011–August 2013

Associate of Science, Web Media Design

College of Graphic Design

Grossmont College–San Diego, CA 2002–2005

General Studies

September 2002–December 2003

January 2005–May 2005

Santa Rosa Junior College–Santa Rosa, CA 2004

General Studies

January 2004–December 2004

//Awards & Honors

President's List August 2011–August 2013

Coleman University

Completed at least 36 units and maintain a GPA of 3.8 or higher

Student of the MOD January 2013–March 2013

Coleman University

In recognition of my academic achievements in the Web Media Design department