

JOSHUA KEYES

www.joshuakeyes.net

801 E 18th Ave Apt. 29, Ellensburg WA, 98926

Phone Number: (626) 993-5370

E-mail: Joshua.Keyes@gmail.com

Objective

To establish myself as an outstanding, productive member of a creative team that produces an ever increasing quality of work, while developing and applying skills experience.

Qualifications

Computer Skills/ Trained in:

- Proficient in Computer Service and Maintenance
- Microsoft Office Certified, Photoshop, Illustrator, Flash, Maya, Paint Shop Pro Experience and Training
- Graphic Design Experience and Training
- Color Theory, Two and Three Dimensional Design Experience and Training
- Illustration, Conceptual Design, Perspective, Animation Experience and Training

General Skills

- Motivated and dedicated to producing quality work
- Very team oriented
- Excellent communication skills
- Professional on all levels
- Recognizes the importance of prompt work
- Experienced public speaker
- Exceptional organizational skills
- Leadership and teamwork experience
- Ability to work under stress
- A team asset
- Ability to transition from varied positions of responsibility smoothly.

Related Achievements

- Recognized as a team oriented individual and leader in all settings.
- Recognized as an excellent communicator, passionate about helping others.
- Established a position of creativity and productivity in a variety of settings.

- Established a non profit position as Feature Artist as well as to Writing Coordinator in a web community.
- Established Freelance artist
- Experienced communicator in varied circumstances.
- Experienced Graphic Designer, Illustrator, Office Assistant, Hospitality Agent
- Experienced leading teams into high stress, high stakes situations.
- Experienced in 10-Key Data entry
- Promoted from freelance concept artist to a lead in creative design and quality control
- Designed websites, advertisements for print and for the internet, company logos and stationary.
- Illustrated political cartoons, album covers, fantasy images, web assets.
- Able to easily assume positions of leadership and management beyond given station or billet.
- Able to manage multiple tasks and phone lines simultaneously
- Able to easily type 60+ words per minute

Education

Jan. 2005 – July. 2008: Mount San Antonio College, Walnut, CA

- Majority of general education requirements complete
- Received formal training in Photoshop, Illustrator, Flash, Maya, 2d Design, Illustration, Painting, and Animation
- Pursuing an AS degree in animation and a degree in Graphic Design and Information Technology.

Work Experience

Accounting Assistant - Cage Cashier

Jun 2009 – Present: Wild Goose Casino

*403 W University Way, Ellensburg, WA 98926
(509-952-5585)*

- Maintain employee hours.
- Responsible for currency Inventory.
- Assist in bi-weekly payroll duties.
- Adhere to strict security and State Gambling procedures.
- Office assistant duties, customer service and paperwork.
- Essential asset for opening and closing venue.

Hospitality Agent

Nov 2008 – June 2009: Thunderbird Motel

403 W University Way, Ellensburg, WA 98926
(509-952-5585)

- Maintain and promote reservations for the hotel.
- Responsible for cash transactions.
- Provide excellent customer service.
- Solely responsible for hotel throughout the night.
- Occasionally create documents for management's use

Designer - Illustrator - Advisor

Sep 2006-Oct 2008: DIP Enterprises Incorporate

2910 S. Archibald Ave. #A550, Ontario, CA 91761
(909-638-6999)

- Communicate with developer to create a focused and intelligent web page, logo, character, and product design
- Provide creative problem solving to a business situation
- Develop and maintain www.PCtheGame.com
- Illustrate and design product packaging
- Illustrate and design cards, game play money, and game board of product
- Design advertisements for print
- Design Flash animated advertisements for web use
- Aid in creative marketing and merchandise design
- Provide digital web ready photos of products
- Overall Art Development for projects

Designer - Illustrator - Writing Coordinator

Jan 2005-Present: www.WCreplays.com

Web based gaming community, Irvine, CA 92709
Admin@WCreplays.com

- Non-profit contribution of skills to create a positive environment for young adults
- Design banners, logos, icons, and other web assets upon request
- Communicate with writers to create relative illustrations for articles
- Create a self authored feature that includes an illustration and article
- Develop, encourage, and maintain members of the community.
- Maintain a team of writers and insure an adequate level of production and quality
- Edit and approve articles for publication

Veterans Office Assistant**Aug 2005 – July 2008: Mount San Antonio College***1100 n. grand avenue , Walnut, CA 91795**(909-594-5611 ex. 4520*

- Counsel veterans on how to properly obtain their benefits
- Assist in Veterans in problem solving situations regarding their education and life situation
- Properly maintain and file all benefit recipients within the college.
- Created requested documents for use of Certified Veteran's Official
- Utilize contact information to create mailing lists and benefit status notifications

Night Auditor**Jan 2005 – September 2005: Best Western Anaheim Inn***1630 South Harbor Boulevard, Anaheim, CA 92802**(714-774-1050)*

- *Audit and maintain hotel throughout the night*
- Maintain and promote reservations for the hotel.
- Responsible for cash transactions.
- Conduct the daily hotel audit processes.
- Provide excellent customer service.
- Solely responsible for hotel throughout the night.

Marine Corps Infantry Section Leader**Aug 2000 – Aug 2004: United States Marine Corps***MCAGCC Twenty-nine Palms, CA 92278 (760) 830-6000*

- Ensured proper combat readiness for unit and self. - Management experience, Quick trainee, very flexible
- Responsible for some illustration and design of unit banners and decorations.
- Learned the importance of team cohesion and leadership.
- Received and conducted continuous training.
- Responsible for a platoon of forty Marines at one time.
- Managed files on up to forty Marines.
- Directly in charge of millions of dollars worth of equipment.
- Entrusted with Secret Clearance
- Conducted combat missions in Operation Iraqi Freedom, and Operation Enduring Freedom
- Adhered to strict regulations of discipline and professionalism.
- Maintained and utilized technical missile launching equipment.

Machinist**July 2000 – Aug 2000: U.S. Castings, LLC***14351 Shamel St., P.O. Box 678, Entiat, WA 98822**(509) 784-1001*

- Worked with heavy industrial equipment.
- Acquired a first-hand understanding of product production.
- Completed tedious tasks while learning to appreciate the importance of those tasks.