

Joseph Lopez



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HIGHLIGHTS OF QUALIFICATIONS

- Web Design (HTML, HTML 5, Word Press, CSS, CSS 3, Java Script)
- 15 years of management and leadership experience
- 10 years of Payroll, marketing and P & L experience
- 4 years of Graphic and Print design experience
- Proficient in: Adobe CS6, Adobe Photoshop, Adobe Illustrator, Adobe In Design, Adobe Dream Weaver, Adobe Captivate, Adobe Premiere Pro, Instructional Design, Constant Contact, Social Media Management, Microsoft Word, Excel, Outlook, Retail Pro, Windows and Mac platforms.

WORK EXPERIENCE

Councilman Ray Lopez - District 6

April 2014 - Present

Communications Advisor

Duties: Graphic design of quarterly newsletters, banners, flyers, print ads, miscellaneous items for print, and interactive pdf's. I am also responsible for e-mail newsletters, website development, content creation, producer of TV show, photography, social media management and postings, videography, video editing, event coordination, presentations for meetings, equipment set-up, accompany councilman to events and all general office duties.

Accomplishments: Created the first interactive PDF for the San Antonio City Council, doubled facebook likes and interaction in 2 months, increased Twitter following by 400% and increase database by 25% in the first 2 months.

Northside School Bond Campaign (Contract)

February 2014 - May 2014

Designer/Social Media Consultant

Duties: Designed graphics for print ads, creating logo's, posting information on social networking websites, content creator, video editing, research, data processing, mapping school district, customer service, helping with website content and graphics.

Villa Fresh Italian Kitchen

April 2011 – April 2014

General Manager

Duties: Customer service, scheduling, P & L, marketing, payroll, catering, inventory control, banking, projection sales portfolio's, ordering, shipping and receiving, stocking, security, visual merchandising, managing up to 15 employee's, and all aspects of cooking and service.

Accomplishments: Increased sales by 18% first year and 5% second year, tripled catering sales in first year, implemented the first delivery service for this location, and created catering flyers and promo packs/coupons.

Sbarro's Italian Eatery

August 2009 – April 2011

General Manager

Duties: All aspects of business, scheduling, P & L, marketing, inventory control, banking, ordering, projection sales portfolio's, shipping and receiving, customer service, administration and compliance to company policies and procedures, cash handling and cooking.

Accomplishments: Increased sales by 19%, exceeded corporate profit and loss budget by 15%, implemented the first delivery service for location, created flyers for outside catering sales.

Pizza Hut

August 2008 – August 2009

Assistant Manager

Duties: All aspects of business, sales, customer service, banking, inventory control, ordering, shipping and receiving, stocking, security, administration and compliance to company procedures and policies, cash handling, cooking, serving customers, handled the day to day operations of a traveling food truck, managed up to 6 employee's, ran a full service restaurant and exceeded company goals for the entire year employed.

Roger Dunn Golf Shop

September 2004 – July 2008

Assistant Manager

Duties: Sales, scheduling, creating projects, banking, inventory control, shipping and receiving, visual merchandising, security, motivate sales staff to achieve performance goals, stocking, dealing with vendors for orders, customer service, cash handling, project sales portfolio's, golf club repair and analysis.

Accomplishments: Increased sales by \$200,000 each year employed, won multiple corporate sales contests and trips, top commission sales person in the Coachella Valley area, created in store flyers and sales promo's and I am a certified golf club fitting specialist.

EDUCATION

2015 - 2016	Texas A & M Commerce	Bachelors of Applied Arts and Science (BAAS) - Graduated Magna Cum Laude
2011 - 2015	North West Vista College	Associate of Applied Science in Digital Media Associate of Art - New Media Arts Certificate, Digital Media Web Design Achievement Award
1992 - 1996	Holland/Hamilton High School	Graduated 1996

COMMUNITY SERVICE

2016 - Present - Down Syndrome Association of South Texas (DSASTX) Strategic Planning Committee

2016 - Present - Northwest Vista College Digital Media Department Internship Placement Committee

2015 - Present - Director, Dads Appreciating Down Syndrome (D.A.D.S.)

1998 - 2000 - Volunteered for Boy's and Girls Club of Holland, Michigan Summer Program