

# resume

## Jason Oxios

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## Software

FTP  
Windows oS  
Macintosh OS  
Adobe Creative Suite  
Adobe Acrobat  
Microsoft Office  
Broadcast HTML  
Adobe In-Design  
Adobe Illustrator  
Adobe Photoshop  
Adobe PageMaker  
Macromedia Dreamweaver  
Desktop Publishing  
Web publishing and E-commerce

## Education

### Arizona State University

BFA specializing in Graphic Design  
May, 1995

### AZ School of Real Estate & Business

Arizona Sales Licensing Program  
Licensed Realtor 2005  
Commercial Training Course (24 hrs)  
Real Estate in Mexico (4 hrs)

### New York Institute of Technology

Major: Architectural Technology

## Studies

Print and Graphic Arts Industry  
E-Commerce and Search Engine Optimization  
Internet Marketing  
Graphic Design and Desktop Publishing  
Arizona Real Estate  
Spanish Language and Communication

## Related Skills

Experienced in sales and marketing to large and small business clientele. Highly proficient with computers and technology on both Mac and PC systems. Strong creative and technical capabilities in print and internet media. Able to delegate tasks, negotiate with vendors, write proposals and contracts. Strong communication skills and team player. Able to solve problems with creative solutions. Presentation oriented.

## Objective

To provide value as a team member of a marketing or design firm using my experience in graphic design, marketing and research.

## Experience

### Colliers International *Marketing Coordinator 2003-Present*

Currently employed as the marketing coordinator for team Colliers101north. In charge of all marketing collateral for web, print and listing media. Produced all creative material including team web site, flyers, print ads, email marketing campaigns and marketing offer memorandums. Developed custom web-based reporting system. Worked in the Research Department with brokers to develop reports, marketing lists and comprehensive studies of properties for marketing purposes. Acted as public relations liaison for trade publication announcements.

### The Creative Group *New York City, NY. Freelance Designer 2001-2003*

Worked directly with Marketing and Creative Managers as part of the design and production team. Designed and produced various marketing and packaging artwork for presentation and commercial sale. Developed logos, product identity and assisted in presentation set up and displays. Consulted management team to streamline production and meet deadlines.

### Concord EFS *Tempe, AZ. Marketing Services 2000-2001*

Consulted and assisted clients to develop e-commerce web sites. Designed and printed marketing material for e-commerce division. Researched payment gateways and competitive payment processors. Created marketing collateral and trade show materials.

### Synergy Productions *Phoenix, AZ. Account Manger 2000-1999*

Consulted, designed and produced various marketing collateral for both web and print media. In charge of all print related products and services. Involved with extensive project tracking, contract and proposal writing and task assignment. Managed design staff of four full time employees.

### MicroStar International *Scottsdale, AZ. Project Manager 1999-2000*

Print and web account supervisor. Managed client's digital and print needs. Acted as a design consultant for web sites, business identities, and print collateral. Involved with in-house marketing and sales. Developed networking strategies in coordination with sales and marketing staff.

### DO Design *Scottsdale, AZ. Project Manager 1997-1999*

Managed marketing and advertising campaigns. Jobs included web site development and maintenance, designing print ads for national and local publications, print consulting and management. Handled production and design for business publications and magazine spreads.

## References

Available upon request.