

Porsha Jones

Graphic Designer

Proficient in modern digital solutions, my skills encompass typography, digital imaging, branding, advertising, and web design, rooted in a strong foundation of graphic art principles.

EXPERIENCE

Insurance Risk Services, Lake Mary, FL

Quality Assurance Processor

July 2019 - November 2023

- Reviewed hazards and conditions for each inspection to confirm they reflect conditions photographed for the subject property and are in accordance with the client guidelines
- Corresponded with field inspectors regarding concerns, errors, or deficiencies on specific individual reports
- Operated quickly and efficiently to maintain a stellar completion rate of 8 inspections an hour

Signal Dynamics, Saint Augustine, FL

Marketing Manager / Client Services

March 2014 - July 2019

- Crafted aesthetically pleasing websites, prioritizing both functionality and user experience
- Created print media such as brochures, flyers, and business cards, in accordance with brand aesthetics and guidelines
- Generated trackable traffic and sales by maintaining fresh online presence on social medias and forums
- Collaborated with cross-functional teams to escalate and resolve complex technical issues
- Handled returns, exchanges, and refunds in accordance with company policies
- Provided technical support to customers, troubleshooting hardware, software, and compatibility issues

PorshaCreates

Freelance Graphic Designer

January 2012 - Present

- Collaborated with clients to understand their design needs and objectives
- Developed visually appealing and effective designs for print and digital media
- Created logos, branding materials, brochures, and promotional materials

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EDUCATION

BA in Graphic Design

Flagler College - Saint Augustine, FL

SOFTWARE

- Adobe Illustrator
- Adobe Photoshop
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Word
- Microsoft Outlook
- Skype and Zoom
- Google WorkSpace
- QuickBooks Premier
- Manufacturing and Wholesale

