

JOSH SOUTHERN

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EDUCATION

Postgraduate Coursework, East Carolina University, Greenville NC, 08/04 – 08/05

To improve my abilities in a business setting, I completed 27 hours of graduate-level coursework in the subjects of Accounting, Management, Marketing, and Statistics, with a cumulative 3.56 GPA.

Bachelor of Graphic Design, North Carolina State University, Raleigh NC, 08/97 – 05/01

My undergraduate education included four semesters on the Dean's List, completion of eight professional design studios, and classes in the subjects of photography, digital imaging, typography, and art history.

WORK EXPERIENCE

Graphic Designer, self-employed, Raleigh NC, 08/04 – present

I have worked on a number of freelance graphic design projects including websites for music label "Be Staff Records" and professional wildlife illustrator H. Douglas Pratt.

Co-editor, "North American Birds – Southern Atlantic Region", ABA, 12/09 – present

Editor, "The Chat – Briefs for the Files", Carolina Bird Club, 10/08 – present

I am responsible for collecting reports of noteworthy bird sightings, determining which are significant, and writing a multi-page summaries with commentary. These volunteer positions have helped to develop my technical writing skills and my ability to communicate through mass media.

Salesperson, hhgregg, Cary NC, 08/09 – 02/11

My responsibilities include providing excellent customer service, meeting sales goals, optimizing personal computers for customer use, and sharing knowledge learned from training meetings.

Customer Service Supervisor, Circuit City Stores Inc, Apex NC, 07/07 – 11/08

Managing the staff and operations of the department, I dealt with customer issues, reviewed and filed daily reports, ensured proper delivery of online orders, kept books on cash totals and nightly deposits, and also implemented a performance tracking system in order to improve employee productivity.

Salesperson, Wild Birds Unlimited, Greenville NC, 10/04 – 03/07

Utilizing my knowledge of wild birds and how to best manage bird-feeding stations and backyard bird habitat, I initiated a customer-participation program which increased awareness of local birdlife.

Graduate Assistant, ECU Department of Marketing, Greenville NC, 08/04 – 05/05

Chosen for this assistantship due to my experience in web design, I updated the department's website to meet new university standards with the *CommonSpot* web content management system.

COMPUTER SKILLS

Adobe Creative Suite

Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Dreamweaver, Adobe Flash, Adobe After Effects, Adobe Premiere

Microsoft Office

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access

Other Programs

Microsoft Windows XP, Windows 7, Macintosh OSX, Adobe GoLive, Macromedia Flash, Quark Xpress

REFERENCES

Available upon request