

Resume



Kyle Gurtner
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Professional Skills

- Leadership
- Communication
- Innovative Thinking
- Project Management
- Multitasking
- Adobe Creative Suite
 - Photoshop
 - Illustrator
 - InDesign
- Microsoft Office
 - Excel
 - Word
 - Publisher
- Windows OS
- Mac OS
- Strong Computer Skills

Employment

Discount Tire Company

March 2014 - Present

Service Coordinator - Customer service and sales training. Expert guidance from store team members in performing Certified Satisfaction, our program for management and service excellence.

Tire Technician - Expertly perform the tire changing, balancing, flat repairs and rotation service that must be done with safety and efficiency.

Art Institute of Phoenix

March 2014 - Present

Print Shop Technician - Responsible for printing student and faculty documents in a timely manner.

Media Shop Technician - Responsible for checking in and out photo/video equipment and tools. Help out with minor tech support issues.

Wellsprings Therapy Center

March 27th 2012 - March 2014

Maintaince Assistant - Kept the facility utilities and equipment in working order.

Dietary Aide/Dishwasher - Assisted in the preparation and service of patient food services. Cleaning of dishes and cooking utensils.

Housekeeping - Responsible for keeping the facility clean and safe for the patients. Also helped prepare therapeutic equipment for patients.

Education

The Art Institute of Phoenix

Graduate Degree: Bachelor of Arts (Class of 2016)

Major Courses of Study: Graphic Design / Web Design

- Packaging
- Corporate Identity, Branding
- Typography
- Photography
- HTML, CSS