

Languages:
English, some American Sign
Language (ASL)

Email:
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Website:
OverwatchMedia.com

Online Portfolio
overwatchmedia.com/category/our-work

PROFESSIONAL SUMMARY

A Military Veteran Owned Company (the United States Army)

We are here to aid in the development of others so in turn they can share their ideas, knowledge, and creations, fully knowing that they are creating a positive impact on this world.

Employees with experience in graphic and website design (started 2009); analytical professional with extensive training and experience as data analyst (started 2011); experience with management and managing multicultural teams (started 2014); focus on building brand/corporate identity; providing printing services like business cards; site ranking and advertising services (started 2016); with additional skills and services in our pocket.

PROFESSIONAL SKILLS AND COMPETENCIES

General

- **Military Veteran Owned**
- Administration
- Proficient in Microsoft Office Suites (Word, Excel, PowerPoint)

- Microsoft/Office 365 knowledge and Partner
- Instructing/Facilitating
- Other
- Photography
- Product Writing/Wording

- Customer Relations Management tools experience
- Search Engine Optimization
- Advertising
- Corporate Identity
- Business Communication
- Bookkeeping (not CPA)

Design Skills

- Branding and Identity Logo identity, Business Cards, Letterhead, Company Profile
- Print Graphic/Promo Materials Poster, Flyer, Pamphlets, t-shirts, brochure

- General Design
- Html, CSS
- Audio Engineer
- Mixing and Mastering
- Producing Music

Business/Data Analytic Specific

- Technical Report Writing
- Analytical Skills
- Business Analytics
- Data Analysis

PROFESSIONAL EXPERIENCE

(MORE PROJECTS AND EXPLANATIONS AVAILABLE UPON REQUEST)

Project Topic: *Minimizing Emergency Room (ER) Overcrowding*

Company: *Name Not Available*

Main Skills: *Business/Data Analytics*

Date Ended: *November 2018*

- Used knowledge in business and data analytics to help with Emergency Room overcrowding.
- Determined specific issues with the specific ER and determined solutions that could provide a minimum of \$3 million in revenues.
- Presented solutions specific to the ER and shared research on already known, yet barely implemented solutions for the Hospital Industry as a whole.

- Prepared management level reports explaining analytical methods used and findings.

Project Topic: **Provide Designs, Print Products, and Finance Aid**

Company: <i>Veterans A+ Lawn Care Solutions, LLC</i>	Main Skills: <i>Design, Bookkeeping, Printing Services, Instructing, management</i>	Date Ended: <i>2017-Present</i>
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- Helped filing business as LLC
- Designed company Logo
- Helped to fix books so their accountant could successfully file taxes
- Managed online tasks dealing with customers
- Design and printed Car Magnets and flyers for business.
- Instructed on use of the Microsoft Suite
- Utilized CSS to apply branding and site alterations to ‘sister’ company

Project Topic: **Website and Business Development**

Company: <i>Spirit4Christ</i>	Main Skills: <i>Design, management, instructing, communication</i>	Date Ended: <i>2017-Present</i>
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- Created and designed their company website
- Instructed, facilitated, and provided tips on creating presentations
- Instructed on principles of business communication and delivering an effective presentation
- Provided print services and designed business cards, coffee mugs, t shirts and other print material
- Provide information on our general bookkeeping principles.
- Managed website
- Proofread blog posts and provide suggestions to company

Project Topic: **Website and Business Development**

Company: <i>Name Not Available</i>	Main Skills: <i>Data Analytics, instructing/facilitating, managing</i>	Date Ended: <i>2016</i>
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- Served as user advocate and subject matter expert on a major customer analysis tool suite, to include responsibility for responding to requests for information and support on the use of and issues with associated tools and services.
- Provided tool specific training to users, to include Adjunct Certified Instructors. This also included analytic demonstrations and overview briefs to future users and key leaders.
- Provided analytic oversight and threat assessments.
- Provided timely and accurate responses to requests for assistance, information, products, or services, to include developing tools and techniques for analysis.
- Worked daily with system developers and product owners to resolve user issues and improve tool functionality, as well as testing web tools to ensure system and data fidelity.
- Adjusted interpersonal style and/or behavior to accommodate or effectively deal with different approaches, perspectives, or personalities.
- Responsible for managing the health and welfare of others to include, training, mentoring and discipline.

Project Topic: **Increase Online Product Purchases**

Company: **Mischief Clothings**

Main Skills: **Design, SEO, Advertising,
Website Management**

Date Ended: **2017**

- Successfully accomplished goals of the owners – Wanted at least a few shop purchases when before they had 0 purchases since the entire year their online store was first open.
- Used Search Engine Optimization (SEO) to increase page rankings when searching
- Design, word, and Implemented Ad campaigns with an extremely low budget (compared to average market budgets)
- Write product descriptions for 5 products and/or collections.
- Advice on multiple methods of building their brand.
- Informed owners of customer purchases so they could take immediate action and ship products
- Provided suggestions on dealing with customers and alternative ways to better track product inventory.

Project Topic: **Website Development**

Company: **The Communication
Advantage**

Main Skills: **Design, management,
instructing, communication**

Date Ended: **2018-2019**

- Utilized HTML to make requested alterations to company website
- Discussed Business Development and business knowledge on several business ideas and their feasibility.

EDUCATION AND TRAINING

Combined, our team has:

3 years Education in Management
1 years Education and 4 years working knowledge in Data Analysis
1 years Education in Business Analytics
7 years working knowledge making websites and graphic designs

Specialized Training

Teaching (nonformal)
Teaching Methods (nonformal)
Optimizing Performance through Coaching & Feedback (nonformal)
Analyst Training Course
Intro to Business Innovation (nonformal)
Certificate Program in Audio Production & Audio Mastering

Visit: <https://www.overwatchmedia.com/category/our-work> and for just some of the designs we've made public

AFFILIATION

COMMUNITY INVOLVEMENT

KEY ACCOMPLISHMENTS

OUR AWARDS AND MENTIONS

Buzzfeed

Other Ideas:

Talk About Your Team

Provide a summary of your key team members, including their names, academic distinctions, specialties and any certifications they hold. Tout their longevity with the company, if appropriate.

Add references and portfolio link at bottom