

Bert Jones

Work Experience

August 2003 - Present

Aquent—Minneapolis, MN • Production Artist
On-time and accurate production work for corporate and advertising clients using QuarkXPress, Photoshop, and Illustrator.

April 2001 - August 2003

AlphaGraphics, Inc.—Plymouth, MN • Electronic Artist
Work in the graphic department pre-processing all incoming artwork for printing. Designing in-store signage and promotions. Consulting clients on jobs. Estimating work time, etc. Work in bindery area and customer service areas on an overflow basis.

February 1999 - March 2001

GAGE Merchandising Services—Plymouth, MN • Credit Card Administrator/Internal Auditor
Started out as Internal Auditor for GAGE Merch. Services. Duties included auditing incoming expense reports, adjusting expenses for any discrepancies against guidelines. After first few weeks was given the job duties of Credit Card Administrator; which included: Maintaining 100+ Corporate Credit Cards, solving cardholder problems (whether a card problem or a delinquency,) send payments to bank, cards, handled new applicants and terminations. Streamline the payment/research process from 3 days to 3 hours. After first year was given the Travel Cards to maintain. Manage reconciling of 40+ “ghost” cards. Reconciled a monthly central bill from hundreds of receipts. Responsible for the implementation and transition from US Bank to PaymenTech (a four phase process). Once program was in place, was in charge of training and maintaining program. At this time also became lead auditor and was responsible for fraud audits and main reports. Also worked with the data entry process of the expense reports on an overflow basis.

November 1995-May 1999

Office Max, Inc.—Roseville/St. Paul, MN • Desktop Publisher/Administrative Assistant
Re-organized entire copy area and implemented corporate procedures and boosted sales in all areas (Computer, Copy, Fax and Stationary) which in turn allowed us to get new equipment. Managed three employees, reports and reconciled accounts. After a few months promoted to Administrative Assistant to Store Manager. Was in charge of Time and Attendance System, store reports, assisting managers with meetings or other tasks. Also in charge of maintaining employees personnel files and schedules, benefits and other human resource functions.

Education

June, 1996

Diploma • Centennial Senior High Circle Pines, MN
Member of the Challenge Team, Life Skills Club, Computer club and Teacher's aide.

St. Paul Technical College St. Paul, MN

Major was Office Systems Specialist. Was there for one semester before I decided to leave to pursue a different career path.

Computer Knowledge

PC & Mac. QuarkXpress 6, InDesign CS, Photoshop CS, Illustrator CS, GoLive CS, Acrobat 6 Professional, Streamline 4, Microsoft Office 2003 (Word, Excel, Access, PowerPoint, Publisher) Microsoft Money 2005, Suitcase 10, Adobe Type Manager, Wireless Networking, Wired Networking. I have worked with the Xerox 5090, 5390, DocuColor 12 with Fiery XJ Rip, HP Designjet 5000, Canon ImageRunner 600, KimoSetter 310, Spiral Binders, Comb Binders, Velo, Tape and Wire-O Binders, Laminators.