

Jake Wagner-Russell

Amarillo, Texas
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PROFESSIONAL SUMMARY

Self-taught HTML Email Developer with a background in graphic design and customer service. I have a passion to learn and deliver outstanding products in the most efficient manner possible. Looking for an opportunity to become a resourceful, empathetic, and valuable member of your development team.

EDUCATIONAL BACKGROUND

Amarillo College

Amarillo, Texas

Associate of Arts – Graphic Design
2018

Stephen F. Austin State University

Nacogdoches, Texas

Bachelor of Fine Arts – Cinematography
2012

SKILLS

- HTML5
- CSS3
- MJML
- Foundation for Emails
- Email on Acid
- Mailchimp
- Photoshop
- Javascript
- Bootstrap
- Figma

PROFESSIONAL EXPERIENCE

Maintenance / Community Newsletter Manager

LaTour Condominiums – Amarillo, Texas

August 2020 – Present

- Perform janitorial duties and fix building issues as needed.
- Coordinate with and gather content from the HOA board president, staff, and LaTour residents for the monthly community newsletter.
- Develop both email and print versions of the newsletter.
- Analyze campaign reports and optimize the newsletter for the upcoming month.

Bell Person

Omni Barton Creek Resort & Spa – Austin, Texas

August 2019 – March 2020

- Assist, retrieve and load luggage for guests
- Orient guests with the layout of the resort and its amenities.
- Fulfill requests to enhance the guest's stay.
- Follow-up with guest complaints to ensure that any problems are resolved

Graphic Designer / Social Media Manager

Sand Socks – Buda, Texas

January 2019 – August 2019

- Create graphics and copy for social media posts, e-mail campaigns, packaging, print materials, and general marketing campaigns.
- Manage all company social media presence (Facebook, Twitter, Instagram).
- Coordinate with vendors to acquire marketing materials.
- Maintain the back-end of the company's BigCommerce website.