

I am a highly professional project manager having hands on experience in managing priorities. I'm a team player and am genuinely committed, reliable and always willing to help other team members. I'm very proficient in applying process improvement principles through illustrating drafts and maintaining processes. I am also very self motivated and an excellent communicator.

Sylvester Norris

Summerville, SC, 29485

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Professional And Technical Skills:

- Mac OSX and Windows operation systems
- Proficient in Adobe Creative Cloud: InDesign, Illustrator,
- Photoshop, Dreamweaver, Corel
- Proficient in Microsoft Office: Word, Excel, PowerPoint
- Experience in photography, printmaking and in woodworking
- Shop bot CNC router experience

Professional Experience:

Charleston Taekwondo, Summerville, South Carolina 2021-2022

Master Instructor and Program Director

- Responsible for design ing, developing and implementing various Martial Arts training to students.
- Responsible for operations and human relations management both for staff and students.
- Directed School opening, special events, supervised staff, office personel and all non-sell areas.
- Responsible for inventory and over saw all computer or system related upgrades.
- Responsible for and maintained positive work environment, staff training, marketing implementations, community involvement and positive public relations.
- Instructed students in the Korean Art of Taekwondo
- Managed classes between 15-30 students

Spin Ultimate, Atlanta, Georgia 2019-2020

Production Assistant

- Responsible for producing and maintaining quality standards for large quantity orders
- Use Adobe software to create mock-ups for a wide variety of items.
- Items include: Hoodies, Jerseys, Long and short sleeves, Rippers etc.
- Organize and facilitate the completion of online orders via shopify
- Extensive vinyl use and experience cutting and weeding

Graphic Design Retail Associate

- Graphic Design Retail Associate
- Provide professional customer service, to guide customer through the process to produce high quality artwork and printing
- Integrate designs onto company templates
- Manage customer transactions, timely and efficiently
- Evaluate and adjust customer pictures and logos, utilizing Photoshop, Illustrator and CorelDraw to ensure that they meet the highest graphic quality standards
- Design/configure graphic artwork to be replicated onto various canvas, ie. T-shirts, polos and aprons etc.
- Manage and monitor the daily operations per system procedures

Education:

University of West Georgia Carrollton, Georgia April 2016

- Bachelor of Fine Arts, Concentration in Graphic Design

Awards/Honors:

- National Society of High School Scholars member 2008-2010
- 2nd Degree Black Belt 2013
- 3rd and 4th Degree Black Belt 2020
- Published Illustrator 2019
- Professional muralist

Organizations:

- World Class Tae Kwon Do 2007-present
- World Tae Kwon Do Federation 2003-present
- Kukkiwon Certified Black Belt 2008-present
- Kukkiwon Certified 2nd Degree Black Belt 2012-present
- Alumni of Epsilon Eta Chapter, Alpha Phi Omega 2015-present
- Member of AIGA Atlanta Chapter 2014-present