Corey Deon Russell5600 Overland Dr.Colony, TX 75056

 jakorisworld@yahoo.com

214-277-1939

**Summary of Qualification**

**Qualifications:**

Mac/PC User

Instructional Design

Supply Chain/Purchasing

Advertisement/Marketing

Order Management

Visual Communication

Branding/Logo Designing

Adobe CC User

Web Design

Social Media Marketing

Account Receivables

Customer Service

Inventory Management

Manufacturing /Pricing/Shipping

Project Management

**Friendship Baptist Church – The Colony, Texas** (2014-2017)

**Visual Communication Specialist**

Trusted with the task of creating marketing material to assist the marketing committee with promotional efforts for church and community events as well as internal ministries. Assist marketing leadership with the overall church growth through effective visual communications including, ministry logos, image updates, web banners, social media updates, internal artistic concepts and designs, flyer, poster designs, and external print items.

**JL Wolf Transportation – Frisco Texas** (2016-2017)

*Commercial Transportation/Trucking Company*

**Graphic Designer**

Consulted with business manager on marketing strategies and design concept for business growth. Responsible for logo designs and placement via social media and the creation and design of all print material.

**Aloe Vera of America – Garland, Texas** (2015-2016)

*Health and Beauty Product Manufactory and Supplier*

**Database Analyst**

Daily responsibilities included creating and managing product info for more than 30 countries. Appointed the responsibility of updating pricing levels per country as needed for all new and existing products. Reported weekly activity as it relates to products registration globally to VP and upper management. Responsible for all updates, revisions to product invoice database, invoice formatting using Excel spreadsheets, product art codes and content verification.

**Safelite Auto Glass - Lewisville, Texas (**2014-2015)

*Leading Auto Glass Company providing auto glass replacement and repair service nationally*

**Inventory Management/Repair Tech**

Responsible for assisting management with the ordering and managing of warehouse products including; windshields, moldings, and various chemicals needed for windshield repairs. Daily duties also consist of windshield repairs, customer service, and PO tracking.

**Safety-Kleen - Richardson, Texas** (2012-2013)

*Environmental, Waste management company with business both globally and nationally*

**Supply Chain/Purchasing Associate/ Disposal**

Provided analysis of disposal projects as it relates to cost and revenue to be reviewed by Disposal Director, Business and Branch Managers. Reviewed vendor contracts and analyzed project request for proper vendor sources. Assisted with coordinating delivery schedules, provided order information, resolved invoice, PO discrepancies and checked goods receipts. Responsible for PO creations related to

service provided by vendors. Worked closely with AP department and performed weekly reports to assess all open orders and PO aging to insure billing terms were not exceeded and vendor payments were processed in a timely manner. Managed and provided weekly budget sheets for suppliers.

**Safety-Kleen** – **Plano Texas** (2002-2012)

**Customer Accounting**

Point of contact for Safety-Kleen branches and customer base within the Southern and Western region as it relates to reconciliations to assure customer satisfaction and proper AR solution. Responsible for providing customers with aging reports using Excel to reflect monthly, quarterly, annual updates to the customer’s accounts. Assisted AP and other billing departments with the processing of credit card, check payments.

**Better Laser Copies - Dallas, TX** (2000 –2002*)Privately owned print company servicing the DFW area*

**Graphic Designer**

Assisted in the creative direction of all business material including; logo design, letterhead, advertisement and promotional material. Deeply involved in the design and printing process for all Better Laser Copies customers. Interacted with new and potential clients on concepts and getting them approved

**Computer Skills:**

Microsoft Office

Adobe CC Photoshop, Illustrator, Dreamweaver, InDesign, Premier

HTMLSAP People Soft/Oracle Mac / PC user

**Education:Brookhaven Community College –** *Visual Communications*  - 2016