



Jairo Romero

Work History

House of Flowers - Graphic Designer

Mamaroneck, New York

11/2003 - Current

- Work closely with the Creative Services staff, monitoring the workload, projects and reviewing work production
- Constantly evaluate new technologies and tools for adaptation into the work stream Worked under very tight deadlines and on multiple projects.
- Established trusting relationships with clients, vendors, and designers.
- Executed massive design production of numerous visual materials from concept to completion.
- Worked with clients to gather and define requirements, establish scopes and managing project milestones.
- Developed collateral such as display, marketing and packaging materials to support product branding strategies.
- Designed graphics for website decoration and layout.
- Completely updated and redesigned user experience for company website.
- Strengthened company brand and identity by creating distinctive website and logo.
- Demonstrated ability to take on various roles including graphics assistant and graphics specialist to provide range across projects.
- Put together videos for social media, advertising and informational purposes.

Catus Management Solutions LLC - IT Associate

Rye Brook, New York

05/2017 - Present (Freelance PT)

- Installation, configuration, and deployment of SCCM 2012 and SCCM 2016 for imaging and deployment of applications and Operating Systems across lab environments.
- Setup and synchronization of WSUS with SCCM for patching maintenance.
- OSD via "Zero Touch" or "Lite Touch" delivery.
- Perform installation, configuration, migration, upgrading and maintenance of desktop PC/Server, software and related peripherals -- Installation, configuration, and deployment of Windows Server 2016 and SQL Server 2016(Active directory, DNS, DHCP, and other roles as required) -- Created and applied specific network configurations

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- <http://jairoromero.com>
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Education

June 2004

Mercy College

Ferry, New York

bachelors: Computer Arts and Design

The studies offered opportunities to combine fine arts aesthetics and skills such as drawing, painting and sculpting with digital design techniques. Prepared me to enter the creative, fast-paced business of promoting, developing and selling products to unique customer markets.

December 2003

The College of Westchester

White Plains, New York

Multimedia Management

Develop excellent computer skills in a variety of platforms and design software. Gain relevant experience through part-time jobs and internships. Volunteer to design the website for a student or local community organization. Stayed current with media and cultural trends. Participate in design contests.

based on the needs.

- Assess newly installed network systems to check for problems and perform the appropriate corrections.
- Addressed all questions and concerns from end users regarding Windows 10.
- Provided Tier 1 IT support to non-technical internal users personnel through desk side support services.
- Set up PC and Apple desktops and laptops and all types of mobile devices.
- Performed tests of functionality, security and performance of different workstations and devices.

Greater Stamford Hispanic Chamber of Commerce - IT / Marketing Engineer

Stamford, Connecticut

05/2013 - 01/2016

- Created corporate branding to a non-profit organization.
- During tenure, I implemented a new digital interactive platform for acquisition of membership and new business development teams along with implementing "brand clean up" and update/creation of company-wide marketing materials on local scale.
- Fabricated and Managed newsletter system and implemented checkout system for memberships.
- Communicated with local businesses to propose membership or sponsorship Marketing campaign development/management; print, social, web Strong conceptual creative skills,vendor/client relations, business sense
- Worked closely with all product development departments to create and maintain marketing materials for sales presentations and client meetings.
- Capitalized on industry and marketplace trends to strategize solutions and enhance business operations.

Skills

- Adobe Creative Suite
- Image manipulation
- Digital imagery
- Website graphics
- Logo design
- Advertising understanding
- Meeting preparation
- Event planning
- Branding
- Technical troubleshooting
- Software updates
- Systems administration
- Application support
- Website and portal monitoring
- WordPress knowledge
- Ad development
- Vendor relations
- Customer service
- Remote testing
- Presentation design
- Program installations
- Hardware knowledge
- System upgrades
- Virtualization
- Operating Systems
- User Support