




## ALEXANDER JACOB

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### Software

#### Adobe Creative Suite

Illustrator, Photoshop, InDesign, Dreamweaver

#### Microsoft Office Suite

Word, Excel, Access, Power-point

#### Operating System

Windows Server 2008, 2003, 2000, Windows NT 4.0, MS-DOS, Linux, Mac OS, Windows 10, 7, Vista, XP, NT Workstation, 98

#### Additional

Brackets.io, Photography, Nikon D3200, D3300, Cannon EOS 6D

### Skills

Installation, troubleshooting, and maintenance of Windows 2003, 2008, and servers in a virtual environment. Set up servers, installing and troubleshooting applications like Sharepoint, and maintaining the applications and servers. Re-branding and publication design.

### Organizations

The National Society of Leadership and Success

American Institute of Graphic Arts

### Accomplishments

Deans List Spring, 2020

### Objective

To obtain a position with a team-oriented graphic design firm or studio requiring problem-solving skills, in an environment offering professional and creative growth opportunities.

### Education

Master degree in Indiciplinary Design Aug, 2023  
Graphic Design, Chatham University

Bachelor of Science degree May, 2021  
Photography minor

Graphic Design, La Roche University

Associates degree in Science  
July, 2012

Information Technology Network Administration,  
Pittsburgh Technical College

### Experience

Chatham University | Assistantship Feb, 2022-Present

Assisted Faculty and Staff with communication and marketing needs, and curriculum print design

Duncan & Miller Glass Museum | Intern Summer, 2019

Assisted marketing team with developing a brand identity while designing promotional and print material for the museum.

Tillotson School | Freelance May 2016–February, 2018

Assisted communications team in designing promotional material that consisted of page inserts, flyer's and logo re-branding to fit the mascot of the Tillotson school. Followed standards and matched color schemes to fit client brand needs.

University of Pittsburgh | Computer Management Intern Spring, 2012

Computer consultant, helping with contract work that involved fixing client workstations, troubleshooting printer problems, PCs, and network issues. Assisted Network Engineer team members with an audit of VoIP settings, assisted with machines, organization of computer storage rooms, cleaning computer stations in various locations around campus, replacing old Ethernet cables, and working with off-campus student computing.

University of Pittsburgh | Lab Consultant Internship September–December, 2010

Hardware maintenance and advising students concerning computer software and hardware problems

### Volunteer Work

Immersion Winter, 2019

Immersion is a 3-day design project that La Roche University Graphic Design Juniors and Seniors take on annually. Worked to help a leading Pittsburgh nonprofit organization, Amachi which provides mentoring, support, and resources for children of incarcerated parents with Branding needs.

Unitarian Church of Pittsburgh May 2017–June, 2019

#### CMS & Communications Team Volunteer

Assisted communications team with management of everyday requests for web changes and occasional graphic design work.