

Doug Rempel

Computer Technician & Graphic Designer



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To whom it may concern,

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as yours. I have over 10 years experience in both the digital design and technology industry.

My experience in differing levels of responsibility and leadership have given me a good foundation for management. Specifically, I have been directly involved with interviewing, hiring, training and staff development.

The following highlight my key skills:

- able to effectively manage my time through careful planning and organization
- an aptitude for identifying and resolving problems efficiently
- excellent communication skills that result in positive interpersonal relationships
- a track record of meeting deadlines and producing accurate work of a high standard
- proven ability to make sound decisions based on valid information
- the capacity to learn and and apply new information quickly and accurately
- strong Mac and PC computer skills with proficiency in MS Office

The enclosed resume expands on my qualifications and experience.

I am confident that my work ethic and aptitude would be an asset to the needs of your organization. Thank you for your time and consideration.

Sincerely,
Doug Rempel

A handwritten signature in black ink that reads "Doug Rempel". The signature is written in a cursive, flowing style.

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Experience

**CAD Production Design Manager
Marketing Co-ordinator
Lead Graphic Designer
Sales Support Administrator**
@ SunCo Sunspaces Inc.
2014 - Present

Focus

- re-branded company •
- developed all marketing materials •
- interviewed, hired & trained new staff •
- produced 3D CAD drawings •
- delegated tasks to subordinates •
- contributed to marketing strategies •
- public relations representative •
- sales qualifying & administration •
- conducted safety meetings •

Software Trainer & Genius Bar Service Tech.
@ Apple Inc.
2010 - 2014

Focus

- trained customers in Mac OS software •
- triated & repaired devices •
- high volume customer service •
- product sales using POS systems •
- continued learning in software •

Lead Graphic Designer & I.T. Admin
@ One World United
2008 - 2010

Focus

- created marketing graphics •
- task delegation •
- office network & workstation •
- large volume print operations •

Freelance Graphic Designer
@ Doug Rempel Graphic Design
2008 - Present

Focus

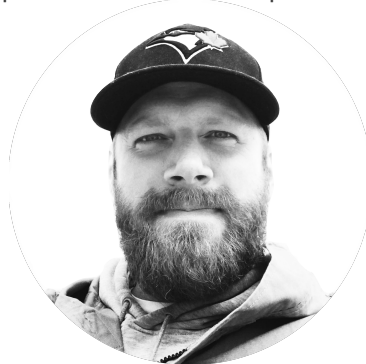
- brand development •
- logo design •
- business card layouts •
- miscellaneous •

Professional Development

- professional customer service workshops •
- acquired 5 SolidWorks 3D CAD modelling Certificates •
- nominated and appointed as public relations representative •
- designated as safety representative •
- promoted to team leader •
- promoted to manager •

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Skills

Technology

- workstation networking •
- FTP client operations •
- Mac / PC assembly & repair •
- file backup & recovery •
- iOS device triage & repair •
- OS installation & formatting •
- general computer maintenance •
- photography •

Software

- Photoshop •
- Lightroom •
- Illustrator •
- inDesign •
- SolidWorks 3D CAD •
- SolidWorks Composer •
- Mac OS •
- Mac iWork Suite •
- Windows OS •
- Microsoft Office •

Other

- high attention to detail •
- excellent communication •
- sound judgement •
- thrive in leadership environments •

About Me

I am a 31yr old, Manitoba born technology guru and graphic designer with an obsessive attention to detail. I enjoy a challenge and thrive in environments where contributing my \$0.02 is valued. I take pride in my excellent interpersonal and communication skills.

When I'm not behind a computer, you can often find me behind a guitar, playing with other musicians or pulling on wrenches in my garage. Being a former mechanic, I love working with my hands, staying busy and finding new hobbies.

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References

Jon Billings
General Manager
@ SunCo Sunspaces

204 888 2965
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Maria Brandstrom
Manager
@ Apple Inc.

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Rick Lange
(Former Wpg. Police Inspector)
Head Of Security
@Red River College

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alange@rrc.com