

JORDAN GRUENSPAN

(647) 448-3249 | gruenspan.t.jordan@gmail.com | 248 Judith Avenue, Thornhill, ON, L4J 7C7

PROFILE

Dedicated and ambitious Electrical Techniques Student with knowledge of the beginner and intermediate trades school portion, looking for an apprenticeship within the electrical industry.

SUMMARY OF QUALIFICATIONS

- Literacy skills in the reading and interpretation of electrical construction prints
- Knowledge of the Canadian Electrical Code and Building Codes
- Several years of experience working in design
- Actively welcome feedback and constructive criticism and excel in a learning role

WORK EXPERIENCE

Brazen Print Solutions, May 2017 – June 2018

Customer Service Representative

Brazen Print Solutions is a leading supplier of digital printing in the Markham and Richmond Hill business area. Working with large companies, the company continues to provide customers with excellent print technology and personalized printing services.

Responsibilities:

- Designed print material and edit images for print
- Consistently demonstrated competencies with Photoshop, InDesign, Illustrator, etc.
- Efficiently operated the digital printing presses
- Packaged jobs to be shipped to the customers
- Delivered product to the customers within the Greater Toronto Area

Accomplishments:

- Improved the companies' customer retention rates by sending emails to customers to ask for reviews on the products and the services received.
- Improved the website, to ensure the customers had an easy experience ordering product
- Recreated the companies' customer ordering pages, to ensure the customers had an easy experience ordering product and to make sure no product was created improperly.
- Increased the companies' sales during a Trade Show by interacting with customers and really marketing our products towards them with the intention to get them to buy some product from us.

Graphic Designer, September 2014 – May 2017

Freelancer

Worked as a freelance graphic designer creating graphic design work for companies and individuals.

Responsibilities:

- Designed business cards, logos for invitations, dance floor wraps, etc. Increased my skills to work with Photoshop, InDesign, Illustrator, etc.
- Marketed myself to companies and individuals in order to grow my customer base
- Ensure customer satisfaction of the products I delivered

Accomplishments:

- Increased my skills of working with InDesign, Photoshop, Illustrator, etc.
- Developed leadership and business management experience
- Created engaging marketing campaigns
- Grew my customer base and number of jobs obtained

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Richmond Hill Country Club - May 2016 – August 2016

Tennis Maintenance & Pool Security

Responsibilities:

- Maintained the tennis courts to ensure the environment is safe for players
- Verify memberships at the country club, ensuring staff presence around the club
- Upkeep of pool grounds
- Operated the towel hut, adhered to the club restrictions
- Communicated with members regularly ensuring all are enjoying their experience at the country club

Richmond Hill Country Club Day Camp

Sports Unit Head - August 2014 - August 2015

Responsibilities:

- Responsible for communicating with counselors to ensure activities are being run effectively
- Responsible for solving disputes amongst campers; demonstrating strong conflict resolution strategies
- Communicated with parents on a regular basis regarding all aspects of camp life
- Planned age-appropriate activities weekly for the children in the sports unit

EDUCATION

Humber College, Expected April 2019

Electrical Techniques

- Electrical Theory
- Prints and Standards
- Electrical Code
- Safety and Trade Practice
- Electronics
- Instrumentation

Ryerson University, April 2018

Graphic Communications Management

- Business
- Graphic Design
- Printing

PERSONAL

- Enjoy physical activity on a daily basis
- Embody the “handy-man” role amongst my family and friends
- Hard-working, dedicated and eager to learn student