



JAKE RICHARDS

PROFESSIONAL SUMMARY

✉ JakeRichards83@gmail.com

🌐 www.JakeLRichards.com

📞 816.260.2926

📍 2032 Belmont blvd
Independence, MO 64057

SKILLS

- Time Management
- Detail Oriented
- Effective Collaborator
- Problem Solving
- Multitasking / Organization
- Adaptability
- Active Listening
- Conflict Resolution

SOFTWARE/ TECH

- Microsoft Office Suite
- Adobe Creative Suite
 - InDesign
 - Photoshop
 - Illustrator
 - Audition
 - CaptureOne
 - Light Room
- Social Media Management

EDUCATION

**Bachelor of Science
Broadcast Media**

*University of Central Missouri
Warrensburg, Missouri*

Associates in Graphic Design
*Maple Woods Community College
Kansas City, Missouri*

**Technology Information
Management**

*Lex-La-Ray Vocational
Lexington, Missouri*

- Versatile professional with the ability to communicate effectively and a proven record of generating and building relationships with individuals across all levels of an organization.
- Creative problem solver with the ability to work independently or within a team.
- Expert at creating effective presentations under tight deadlines.

EXPERIENCE

REAL ESTATE AGENT

Central Choice Realty / Warrensburg Missouri / 3 + Years

- Meet with clients to establish rapport and build relationships.
- Analyze market trends, conditions, and activities to accurately advise clients and develop market proposals.
- Cultivate relationships with banks, appraisers, home inspectors, mortgage lenders and brokers.
- Educate clients on the process of real estate transactions and advise in the decision of moving forward with property investment.
- Promote sale of property through multiple listing services, social media and other advertising platforms.
- Generate new leads through satisfied client referrals and self promotion.

PHOTOGRAPHY / DIGITAL ASSETS

Guitar Center / Kansas City Missouri / 7 + Years

- Consistently produced high-quality images for both print and internet distribution.
- Established and maintained productive, professional working relationships with co-workers and clients.
- Collaborated with clients to ensure style consistency with existing marketing materials. Translated discussions into effective designs and layouts.
- Selected and altered secondary photographic features such as backdrops and lighting along with set and prop creation and design.
- Researched current and emerging art and graphic design technologies.
- Edited, toned, captioned and uploaded photographs.

GRAPHIC DESIGNER / PRE-PRESS MANAGER

The Sedalia Democrat. / Sedalia Missouri / 2 + Years

- Met with clients and representatives to accurately assess their advertising needs.
- Used editing software to create and design advertisements for print.
- Managed the pre-press of several magazines and newspapers, this included color correction of ads.
- Designed page layouts, business logos and updated advertisement information.