

Dustin Porchia

Dustin Porchia
2343 W. Main St. Apt #1066
Mesa, AZ, United States of America 85201

Home Phone: 602-653-3069
E-Mail: dporchia@ymail.com
Online Portfolio: <http://www.dustinporchia.com>

Objective

- My objective is to secure a full time opportunity that aligns with my skills and provides an opportunity for growth and development.

Skills

Design/Layout

Photoshop CS 3
Illustrator CS 3
InDesign CS 3
Dreamweaver CS 3
Acrobat Professional 8
Wireframes & 960 Grid System

Programming

XHTML
JavaScript
PHP
CSS
jQuery
XML

Miscellaneous Skills

Windows 2000 / XP Pro OS
Office XP/2007
PC Troubleshooting
PC Maintenance
UPS/FedEx Tracking Software
Digital Delivery Systems

Professional Experience

Scottblue Reprographics, U.S., 85202, AZ

May 2008 – February 2009

Digital Reprographer / Small & Large Format Printer

Set the scale and dimensions of AutoCAD drawings for contractors and other customers. Also take orders and answer customers' questions over the phone, e-mail, and in-person.

TCG Painting Inc., U.S., 85053, AZ

July 2007 – April 2009

Web Administrator & Technical Advisor

Manages day-to-day administrative tasks needed on the company's web account with Field Assets Services. Lends technical advice and support on computer maintenance, digital devices, and upgrades.

Countrywide Full Spectrum Lending, U.S., 85224, AZ

August 2005 – January 2008

Loan Funder / Per-diem Analyst

Implemented policies and procedures set in place to manage risks, Interpreted required internal control protocols, and responded accurately and timely to all audit requests. Handle incoming/outgoing calls to borrowers and title agencies to resolve HUD issues.

UPS (United Parcel Services), U.S., 85297, AZ

February 2004 – July 2005

Revenue Recovery Auditor

Carried out the collection and delivery progress of hi-value packages for Valley areas using hand scanners and UPS delivery software.

Proinnovative Concepts Inc., U.S., 85034, AZ

March 2004 – May 2005

Graphic Artist

Developed pre-production digital proofs for customers' approval based on our discussions via phone and e-mail. Then, consult with the Production Manager to ensure a successful production process. Worked with Art Department to organize their annual product catalog.

Educational Background

- *Collins College School of Design & Technology*, Associate of Arts, August 2002 - March 2004
Associate of Arts Degree in Visual Communications with an emphasis on Graphic Design and Multimedia.