JAMIE PARKER

GRAPHIC DESIGN AND CONTENT SUPPORT

PROFILE

Customer service supervisor moving into graphic design after focused training and portfolio work. Brings experience clarifying requests, coordinating deadlines and preparing clear written updates.

EDUCATION

Certificate in Graphic Design
Open Learning Academy | 2025 - 2026

Diploma in Business Administration
Lakeside College | 2017 - 2019

PROJECTS AND EXPERIENCE

2025 2026

Graphic Design Portfolio

Independent projects

- Created visual identities, social graphics and publication layouts for fictional briefs.
- Prepared project notes showing the brief, design choices and final deliverables.

2022 Present

Customer Service Supervisor

Northbridge Retail

- Coordinate weekly team schedules and keep written handover notes current.
- Clarify customer requests, record feedback and support colleagues with follow-up.

2019 2022

Customer Service Associate

Northbridge Retail

- Responded to customer questions and kept order information organized.
- Worked with the team to communicate changes and meet daily service priorities.

SKILLS

- Visual layout
- Team coordination
- Adobe Illustrator
- Customer communication
- Content planning
- Project organization

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