


# JOSEPH VILLEGAS

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 www.jv8gas.com

 www.linkedin.com/in/jv8gas

## ABOUT ME

I adapt well to any work environment, energetic and friendly person, extremely creative and multi-talented in various medias, detail oriented and committed to serving others.

## SKILLS

- English / Spanish language proficiency
- Mission orientated character
- Team driven / customer focused
- Strong work ethic
- Servant type mindset

## REFERENCES

### Personal

#### David Barnes

High Point Assembly of God  
Senior Pastor

C: 214.682.9237

E: davidb@highpointag.org

#### Harvey Loosier

Loosier's Enterprise  
Owner

C: 972.849.1605

E: hloosier@msn.com

### Professional

#### Nilena Lamon

Cisco  
Operation Manager

C: 214.551.7839

E: Nilenala2@gmail.com

#### Cynthia Tatum

Verizon Wireless  
Business Office Coordinator

C: 940.536.4563

E: Cytatum@gmail.com

## EDUCATION

### THE ART INSTITUTE OF DALLAS

Bachelors of Fine Arts in Graphic Design

December 2010



### UNITED STATES MARINE CORPS INSTITUTE

Vocational Specialized Courses:

Principles of Management • Supervisory Management • Leadership

July 2004

## EXPERIENCE

### JV8GAS DESIGNS **Graphic Designer**

December 2010 - Present

- Managing a small media team as the creative director within my church organization in an effort to produce visual graphics and video promotional projects.
- Design branding, presentations, publications, visual designs and printed materials for client marketing and business needs.
- Created logo designs on promotional products and merchandise for mid-major colleges and major corporate accounts as a production artist.

### VERIZON WIRELESS **Business Office Coordinator**

April 2012 - April 2019

- Provided support for Government / Business sales teams in the south central market.
- Analyzed and distributed weekly / quarterly reports highlighting sales opportunities for sales team.
- Developed and coordinated customer webinars, on-site training, and web portal training.
- Partnered with multiple channels in an effort to complete equipment activations for sales quotas.
- Conducted account deployments to establish the client's operational network.
- Delivered onsite customer training on how to operate technology to maximize business productivity.
- Managed deployments activating corporate email, applications, and contact transfers for client equipment.
- Created account profiles and purchase orders for government and business accounts.
- Partnered with sales teams to present quarterly customer reviews and uncover wireless solution opportunities.
- Oversaw daily work flow management emails including processing orders, reporting, and account maintenance.

### AT&T **Sales Representative**

October 2008 - November 2012

- Assisted customers with wireless and home products services.
- Set up new accounts for businesses and individuals.
- Conducted monthly inventory and reconcile store audits.

### UNITED STATES MARINE CORPS **Non-commissioned officer - Sergeant**

July 2000 - July 2008

- Operated field supply points in forward combat areas.
- Supervised team of 15 during daily combat operations.
- Monitored complex cataloging and ordering systems.
- Reconciled expenses and conducted fiscal inventories on high value serialized weapon systems.

## ACHIEVEMENTS

Awarded the "Ambassadors Academy certification" from Living Waters Outreach in 2017.

Awarded the "Top Small-Medium Business Adds" and "Top 5 Solutions Specialist" in 2016.

Awarded the "Top Net Promoter Score for store" in 2016.

Received "Elite Military Awards, Recognition and Letters of Commendation" from high-ranking military officers and government officials for exemplary performance of duty during my service contact.

