
Jacob Steele
614-542-7201 (Cell)
jmsteele01@hotmail.com
www.linkedin.com/in/jmsteele01

SKILLS:

Technical Writing

Currently pursuing a degree in technical writing and document design. Skills developed include technological adaptability, technical presentation, proposal writing, and advanced grammar.

Creative Writing

Have engaged in creative writing throughout the past two years as a hobby as well as in a professional environment. Collaborated with author Michael Sands on his now published tabletop role playing game book: *Monster of the Week: Tome of Mysteries*, wherein I developed a game scenario, edited and revised copy and content, adhered to schedules, and met deadlines.

Computer Applications and Programs

Have years of experience using a wide variety of computer programs. These include Microsoft Office, Photoshop, Illustrator, InDesign, Audacity, Linux, among many others. I have used these programs in the work environment, in school, and in my personal life to complete a wide variety of tasks from creating professional papers, to editing images and photos, to adjusting audio on presentations.

Design

This ranges from graphic design, game design, document design, and user interface design. I have put my design skills to use in a large number of projects including schoolwork, group game design projects, and professional writing projects.

Programming

Years of experience programming as part of my education, with knowledge of many different programming languages. These include C, C++, C#, Java, HTML, and Assembly.

EMPLOYMENT EXPERIENCE:

University of Colorado: Colorado Springs Bookstore (Colorado Springs, CO)

12/2022 – 6/2022

Assistant Web Designer (*Web Design*)

Aided with the design and completion of the bookstore website's redesign. Worked closely with management to ensure proper implementation of various features of the website, while communicating both in-person and through emails. Edited provided images of store merchandise to be consistent throughout the website. Worked with various software tools including NetSuite, Microsoft Excel, and Illustrator.

OfficeMax (Highlands Ranch, CO)

6/2017 – 6/2018

Print Specialist (*Management and competition of print orders, customer service, checkout, and store organization*)

Main duty was the completion of print orders, which was sometimes done alone, and other times as part of a team. Responded to and cataloged customer print orders over the phone, through email, and through the OfficeMax website. Used devices and machinery such as printers, large format printers, shrink wrap systems, spiral/coil binding machines, and laminators. Used Programs such as Microsoft Office, Photoshop, and Illustrator.

Goodwill Industries of Denver (Highlands Ranch, CO)

9/2015 – 6/2016

Sales Associate (*Customer service, checkout, store organization, inventory, and donation management*)

Responsible for the organization of and customer check-out of a storefront whose contents changed on a daily basis, thanks to a constant influx of donations. Also responsible for identifying customers attempting to shoplift or change price tags of merchandise while presenting a friendly and professional attitude.

EDUCATION:

Associates Degree in Game Design and Development. Arapahoe Community College, Colorado.

Current Enrollment: University of Colorado: Colorado Springs

Major: Technical Communication & Information Design

Graduation Year: Fall 2023

Other Accomplishments: Arapahoe Community College's Dean's List

Key Courses:

- UX Research Methods
- Technological Adaptability
- Technical Editing and Style
- Tech Writing Proposals & Presentation
- Computer Science I: (C++)
- Computer Science II: (Java)
- Programming with C
- Game Design and Development
- Game Programming I
- 3D Game Programming
- Adobe Illustrator I
- Adobe Photoshop I
- Motion Graphic Design I