

## Contact

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## Top Skills

Website Building  
Website Consultation  
Project Management

## Languages

English (Native or Bilingual)

## Certifications

Membership Certificate

# Jamie Richards

Freelance Designer  
Grand Prairie, Texas

## Summary

I've designed and managed 200+ client websites over a span of 20+ years and 1000s of UI/UX designs. My responsibilities included HTML/CSS programming, Photoshop/Illustrator for graphics, and I built all the sites on WordPress. I am big on documentation and organizing a project, creating style guides, branding guidelines, and even Terms of Use pages for my clients. I am constantly expanding and bettering my design & management skills. Currently, I'm enrolled at the Interaction Design Foundation taking courses on UX design, and when I'm finished with UX design, I'm moving on to UI design. I highly value education and continuing to learn. I desire to find a job where I use my all-around designer skills. I have a wide variety of skill sets and tools in my toolbag. It would be fantastic to work in a challenging environment like that, whether onsite or remotely, where I could use those skills and tools.

As you'll notice in my previous employment, I haven't worked as a designer for a company until recently. All of my experience was as a freelancer, but I function as a professional designer. I research for the project, I have project management skills and I can work with a team of developers for hands-off code and other specs for the projects. I treat my freelancing career as a professional one, meaning I don't play around with designing. It's a serious matter to me. Not my hobby, but rather a huge passion!

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## Experience

The Sanus Network  
Web Designer  
June 2020 - Present (2 months)  
Sherman, Texas, United States

Jamie Richards Design  
Freelance Web Designer  
June 2010 - Present (10 years 2 months)

Grand Prairie, Texas, United States

I focus a lot of my energy on technique, strategy, and basic design principles. I am very skilled in using my design tools and various design platforms. I started offering SEO and digital marketing services about three years ago because it went hand-in-hand with web design. I have 30 years in designing UI/UX graphics and 15 years of designing WordPress websites. Currently, I'm enrolled at the Interaction Design Foundation taking some courses and I'm also currently taking an advanced SEO Course from ReliableSoft. I believe a lot in continuing to educate just to stay ahead of the curve.

## Southwest Construction Services

System Administrator

June 2016 - April 2020 (3 years 11 months)

Dallas, TX

Managed and maintained all of the company's IT assets. PCs, servers, printers, telephony equipment, security equipment, and other communication/technologies initiatives. Supported a network of 110 PCs and 14 servers, multiple network switches and routers, access points, and other hardware technologies. Managed many software platforms.

## Dot-It Restaurant Fulfillment

IT Director

June 2014 - December 2015 (1 year 7 months)

Arlington, TX

Maintained all the company's technologies. Everything from PC/Mac desktops and laptops, servers, security systems, website development and all the communication technologies. Succeeded in developing a security strategy for the company at two locations.

## Randstad Technologies US

Technical Support Analyst

November 2012 - June 2014 (1 year 8 months)

Frisco, TX

Managed both server and client computing environments for over 6500 corporate Honeywell users. Provided expert trouble-shooting for wide variety of service needs both technical and people-oriented.

## JR Consulting

Owner / Lead Consultant

October 2010 - August 2012 (1 year 11 months)

Grand Prairie, TX

Managed the entire network and all of client's assets, (i.e. network servers, PCs, laptops, Web servers); Managed four staff members. Had oversight of the largest online clothing stores and the 9,000 clients aligned in network. Created and provided top-notch graphic designs, print jobs for the internet branding.

### Fast Track Services

Information Technology Director

September 2009 - September 2010 (1 year 1 month)

Arlington, TX

Managed the network operations and all technical services; Oversight for all hardware/software and programming needs; Maintained a WAN consisting of 3 network LANs totaling 45 users, Laptops/Desktops, Windows Server and Mac OS X Server, all database development & administration, website conception, design, and implementation.

### Holden Graphic Services

Information Technology Director

August 2007 - August 2008 (1 year 1 month)

Arlington, TX

Managed all departments technology needs from Pre-Press to Finishing | wrote & deployed several databases to handle processes and daily tasks | Designed & managed Page DNA, web-to-plate online software, for over 2 dozen of our Direct Sales clients | Configure and upkeep of ALL computers including workstations, laptops and servers

### NuComp Computer Consultants

Owner & Senior Consultant

December 2000 - July 2007 (6 years 8 months)

Plainview, TX

Consulted mid-to-large sized businesses where we managed & maintained their networks and data, hosted their websites as well as web design services. | Several of our clients had multiple locations where we managed a WAN to network all their locations together. I personally produced over 70% of the gross sales throughout the history of the business guiding the company to dynamic growth in a small West Texas market by grossing over \$3,000,000 in sales/service revenue.

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## Education

Grand Prairie High School

High School Diploma, Information Technology · (1984 - 1988)

Arlington High School

Music · (1982 - 1982)