

KYLE K L E M I E U X

CONTACT

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TULSA, OK. 74133
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+ PROFILE

Over nine years experience in retail operations, over four years management coordination, four years experience within a volunteer graphic design internship and ownership of my own small business. I have strong initiative and work ethic with a proven excellence in management, customer service, and business development.

+ CORE COMPETENCIES

Printing and Formatting | Staff Training and Supervision | Scheduling | Inventory and Materials Management | Leadership
Coordinating Group Activities | Critical and Strategic Problem Solving | Project Management | Performance Feedback | Eye for Design
Merchandizing | Conflict Resolution

+ EXPERIENCE

- June 2012 - Present
Fancy Pants Artistry | FPArtistry.com
FREELANCE ARTIST and GRAPHIC DESIGNER
 - Continued entrepreneurial development as a small business owner through revenue, time and marketing management.
 - Create, design and refine images and layouts through extended attention to detail, color coordinating, and proper typography to expand personal portfolio.
 - Network and promote my talents to various companies and individuals in need of logos, marketing materials, or personal art.
- Nov. 2012 - Present
The Walgreen Company | Tulsa, OK
SHIFT LEAD
 - Lead employees through example and proper coordination of tasks appropriate for each individual's capabilities
 - Consistently communicate with fellow management and staff to coordinate the best possible customer care.
 - Responsible for merchandising, store inventory and maintaining store signage and displays.
- Nov. 2012 - Jan. 2015
DuPage Children's Museum | Naperville, IL
CAFE COORDINATOR
 - Interviewed, trained and supervised staff on duties and responsibilities within the cafe while providing performance feedback.
 - Checked and maintained inventory on a daily basis through communication with various vendors.
 - Provided leadership, problem-solving skills and sales ability in a fast-paced environment.
- July 2007 - Oct. 2012
Wal-Mart Stores, Inc. | Tulsa, OK
INVENTORY CONTROL SPECIALIST
 - Provided accurate inventory documentation for the entire store's electronic catalogue.
 - Maintained and organize merchandise in both a logical and visually appealing manner allowing for prompt, efficient restocking of items.
 - Developed an intimate knowledge of retail operations and maximized company effectiveness.
 - Trained others in the safe use of heavy equipment and machinery.

+ REFERENCES

Cindy Oles | CAFE MANAGER
cindyoles@sbcglobal.net | 630.880.6115
Kimberly Stull | DIRECTOR OF OPERATIONS
kstull@dupagechildrensmuseum.org | 847.421.9854
John Mullins | WALGREENS STORE MANAGER
ocmullins@gmail.com | 760.619.7945

+ KNOWLEDGE AND CERTIFICATIONS

- Leadership Experience
- Experience in Web and Art Design
- Microsoft Office (Word and PowerPoint)
- Adobe Suite (Photoshop, Illustrator, InDesign, After Effects)
- HTML5, CSS3 and Javascript
- Computer Architecture and Construction