

MICHAEL A. GUTIERREZ

CONTACT

☎ 813.690.1515
✉ mag364@gmail.com
📍 6014 Larmon Street
Tampa, FL 33634

SKILLS

55+ WPM
A+ Certified
Advertising
Basic C++ Coding
Bilingual
CMS
CRM
Detailed Oriented
Digital Photography
Graphic Design
HTML & CSS
SEO
Social Media Marketing
Video Production
Website Development

SOFTWARE

Adobe Creative Suite
Code::Blocks
Desksite
Google AdWords
iManage (Desksite)
InterAction
LexisNexis
Microsoft Office Suite
PeopleSoft
Sitecore
Survey Monkey
Wordperfect
WordPress

EXPERIENCE

nSource / DLA Piper Marketing Assistant

June 2015 to Present

- Monitored and responded to request in a timely & efficient manner
- Updated attorney website biographies using standard firm guidelines
- Researched and compiled reports using internal & external databases
- Maintained the firm's marketing collateral & experience deals databases

Enlightening Tech & Designs Graphic Designer / IT Consultant

May 2014 to April 2016

- Remote accessed & troubleshoot client's computer issues
- Logged finding & taught clients the procedures to correct future issues
- Illustrated logos & identity packages for clients
- Designed websites for clients

JPMorgan Chase Auto Finance Specialist

January 2014 to May 2014

- Reviewed customer accounts to assist with questions they may have
- Collected documents from customers to submit for loan pre-qualification
- Reviewed borrower's documents & cross checked them via online public & private databases
- Utilized a Content Management System to record borrower's information

Albertelli Law Legal Assistant

August 2012 to September 2013

- Coordinated foreclosure hearings, conciliation conferences, trials, & misc. hearings for attorneys with Judicial assistants & opposing counsels
- Documented activities & productivity in Perfect Practice
- Updated Clients (banks) of proceedings through LPS, Venderscape, Lenstar & DCS

WUSF / Intellismedia Digital Court Reporter

November 2008 to March 2011

- Digitally recorded, reviewed & securely stored audio files of court proceedings
- Used PeopleSoft to track hours, PTO & internal messages

EDUCATION

Bachelor's in Graphic Design - "Expert Designer Award" **2009**
Canterbury University, Online

Associate's in Graphic Design - "ADDY Award" **2008**
International Academy of Design & Technology

