

Joe Neric

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Performance Profile & Summary of Qualifications

Nineteen years of creative collaboration in the for-profit and non-profit markets. Accomplished in research design, creative thinking, and complex problem solving. Currently enrolled in Vanguard University's Industrial/Organizational Psychology Graduate Program with an anticipated graduation date of August 2020.

Education

Master of Science in Industrial/Organizational Psychology

Vanguard University, Costa Mesa, CA
Anticipated graduation August 2020

Bachelor of Arts in Psychology

Vanguard University, Costa Mesa, CA
Graduated Summa Cum Laude

Associate of Arts in Graphic Design

Brooks College of Design, Long Beach, CA

Core Competencies

Conceptual Development

Creative Thinking, Complex Problem Solving

Organizational Effectiveness

Employee Coaching, Team Leadership

Research

Research Design, Statistical Analysis, Academic Writing, Copy Writing, Analytical Thinking

Interpersonal Relations

Active Listening, Interpersonal Awareness, Persuasive Communication

Administration

Time Management, Sales & Marketing, Public Speaking

Software Knowledge

Adobe Creative Suite, Apple O/S, Microsoft Office, WordPress, FinalSite, HTML

Experience

Academic Services Facilitator

Vanguard University | Office of the Registrar | Costa Mesa, CA

June 2019 – Present

- Develop, produce and maintain a web presence for the University's Office of the Registrar and Veteran Students.
- Serve on the Commencement Planning Committee.
- Provide excellent customer service for external and internal constituents to navigate policies.
- Develop, mentor, and train Academic Services Facilitators, Academic Services Generalists, and Student Employees in office procedures and document processing.
- Oversee the issuing, production, and training of transcript software management.
- Oversee change management and office procedures for transcript issuing and diploma awarding software.
- Develop innovative technological solutions for the Registrar's Office.
- Redesign, modernize, and produce official University academic forms.
- Oversee, consult, and implement change management strategy with digitizing current and former student record files.

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Experience Continued

Academic Services Generalist

Vanguard University | Office of the Registrar | Costa Mesa, CA

April 2019 – June 2019

- Developed an organizational strategy overseeing all student records.
- Initiated and conducted an inventory system for file management and inventory system to maintain, archive and purge physical files.

Graphic Designer

American Association of Gynecologic Laparoscopists (AAGL) | Cypress, CA

April 2015 – December 2018

- Served as a member of the conference planning team for 3000 physician attendees.
- Collaborated with members and AAGL Board Members to provide onsite media needs.
- Managed complex design projects from conception through production.
- Spearheaded the redesign of the brand to better communicate with its members.
- Managed print vendors by sourcing quote pricing and attended press checks.
- Supervised freelance designers and photographers to maintain brand guidelines.

Art Director

Bonnier Corp. | Irvine, CA | May 2007 – February 2015

Sport Rider and Motorcycle Cruiser Magazines | June 2014 – February 2015

- Art-Directed motorcycle publications targeted toward the sportbike and cruiser enthusiast.
- Art directed photographers and professional motorcycle riders in creating exciting photographs that showcased the sportbike and cruiser lifestyle.
- Contributed my skills as a photographer, extending the editorial budget.
- Spearheaded the redesign of Sport Rider, creating an updated and exciting brand that resonated with the sportbike community.

Motorcyclist Magazine | February 2007 – June 2014

- Art directed the Motorcyclist editorial team which published a monthly 100-year-old motorcycling brand that communicated to all motorcycling enthusiasts.
- Solved complex design problems under tight deadlines.
- Collaborated with the editorial staff to develop creative solutions from showcasing simple product layouts to complex multi-motorcycle comparison tests.
- Directed freelance photographers, professional motorcycle riders, and fashion models to demonstrate the motorcycling lifestyle.
- Leveraged my photography skills alleviating \$15,000 in photography budget per month.
- Established a photography archival system that is still currently in use.
- Contributed editorial content with motorcycle and product reviews.

ATV Rider Magazine | February 2006 – May 2007

- Art-Directed a monthly publication targeted toward the ATV enthusiast.
- Directed photographers to create photographs that showcase the ATV lifestyle.
- Contributed my skills as a photographer concentrating on product and action photos.

Assistant Art Director

Bonnier Corp. | Los Angeles

Motorcyclist and Dirt Rider Magazines | May 2005 – February 2006

- Created designs, concepts, and sample layouts, based on knowledge of layout principles and aesthetic design concepts.

Graphic Designer

Pentel of America | Torrance, CA

August 2002 – April 2005

- Designed graphics for Pentel's commercial and promotional: packaging, displays, catalogs, brochures, sales sheets, and logos.