

# Jared Cosgrove

999 Leith Ave. Santa Clara, CA 95054

Phone: 858.722.8962 E-Mail: jcosgrov@gmail.com

---

## Cover Letter

---

An innovative, detail oriented computer artist and graphic designer, where my skills and drive to get the job done can be effectively utilized for increased efficiency, creativity, and excellence in final production. I am equally capable of working independently or in a team environment while adhering to strict time schedules.

Since graduating college I have been actively seeking freelance jobs and working on the side in order to gain valuable experience in the use of Adobe CS3 for website design, logo creation, graphic design as well as website info population and website maintenance. These projects have become the basis for my online portfolio and ultimately the experience to help drive me into the fast paced industry of full time graphic design. An outdoors and sports enthusiast, my eye for photography has carried over into my graphic design work with close attention to composition and focus on color theory.

I am a very dedicated worker who is willing to expend the time and energy necessary to get the job done. I am striving to join an exciting and enjoyable team with a company that promotes skill building and career growth. I look forward to speaking with you soon.

Sincerely,

*Jared Cosgrove*

# Jared Cosgrove

999 Leith Ave. Santa Clara, CA 95054

Phone: 858.722.8962 E-Mail: jcosgrov@gmail.com

---

## Experience

---

**Product style design/Web design - ACT Racing (Motorcycle Leather Suit retailer) January 2006 - Present**

-Design custom templates for new motorcycle racing suits using Adobe Photoshop. -Communicate with customers and collaborate ideas to modify suit designs to their taste. -Designed, built and maintain company website, [www.actracing.com](http://www.actracing.com), using Dreamweaver and html. -Attend AMA Pro race events to support privateer racers wearing ACT Racing gear. -Work directly with owner, Andy Chung.

**Receiving - Rexel USA Inc. (Electrical Supply Distribution) June 2010 - Present**

-Receive product daily at the Bay Area hub that holds inventory for 12 branches.  
-Proficient with the use of the W.M.S. handheld system to check in product, move and correct inventory.  
-Responsible for contacting vendors to deal with any shipping errors, shortages, R.G.A.'s or damages.  
-Very efficient with time management and problem solving to keep product moving from the dock to the shelves as quickly as possible.  
-Forklift certified

**Purchasing Assistant - Rexel USA Inc. (Electrical Supply Distribution) December 2006 - June 2010**

-Responsible for purchasing and replenishing stock for one for four distribution centers in the west coast division, along with 3 branches, this totaled to \$4 million in product. -Maintained, forecasted, and controlled inventory. -Used an Oracle based program, Regis, to purchase and monitor inventory. -Used Excel daily to communicate product and buying information with branches and managers. -Worked independently and efficiently with little supervision.

**Web Development - Buymoto.com (Motorcycle parts retailer) November 2004 - May 2005**

-Responsible for populating the website with products, descriptions, and images, as well as designing page layouts  
-Ability to quickly edit, remove, or replace information on the site due to changes in product or prices.

**Control Rider - Take it 2 the Track (Motorcycle track day provider) June 2005 - Present**

-Performed motorcycle tech inspection on customer bikes before events.  
-Worked with riders on track to show proper riding lines and track riding etiquette.  
-Walk the paddock throughout the day to help riders with any questions or equipment issues.  
-Responsible for crash clean up on track throughout the event.

## Education

---

**Bachelor of Art, Interdisciplinary Computing of the Arts University of California, San Diego - Grad 2007**

**High School Diploma Mt. Carmel High School, San Diego - Grad 2001**

# Jared Cosgrove

999 Leith Ave. Santa Clara, CA 95054

Phone: 858.722.8962 E-Mail: jcosgrov@gmail.com

---

## Skills

---

Proficiency in Oracle Regis, SAP, Adobe Photoshop, Dreamweaver, Flash, Illustrator, Adobe Premier, iMovie, Final Cut Pro, Excel, Word, PowerPoint, Passport, Apple OSX, Windows

## Portfolio

---

Examples of my work, as well as an online version of my resume, can be viewed at my online portfolio at <http://www.actracing.com/resume.html>

## References

---

- Andy Chung - ACT Racing leathers - 714-328-9900
- Matt Guilbert - Co-owner Take it 2 the Track - 530-362-0507
- Sharon Wood - West coast purchasing manager, Rexel - 858-538-2260