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**Education:**

**Bachelor of Fine Art in 3D Modeling and Animation**  
*The American Academy of Art, Chicago, IL June 2005*

**Work Experience:**

**Oak Lawn Public Library, Oak Lawn, IL Feb. 2018 – Present**

*Computer Technician - Technical Services Dept., Aug. 2021 – Present*

- Assist the Network Administrator with installing, maintaining software/hardware on computers and network equipment throughout the library
- Troubleshoot unexpected and emergency computer problems
- Act as a backup to Network Administrator
- Help monitor and maintain computers by installing hardware/software, updating firmware and supporting standards
- Respond to help tickets and calls for emergency/urgent computer problems
- Observe and maintain the network by checking servers, verifying data backups, and informing supervisors of any issues
- Maintain and generate inventory, statistical and other reports relevant to network and computer operations

*Library Assistant I – Computer Center, April 2018 – Aug. 2021*

- Maintained the Computer Center clean and organized
- Maintained computer hardware and public equipment working
- Provided excellent Customer Service to patrons in person and via phone
- Assisted patrons with the study room/computer reservation system and troubleshoot tech issues
- Assisted in training of new Computer Center employees in CC processes and day to day tasks
- Conducted technology related classes

*Page – Youth Services Dept., Feb. 2018 – April 2018*

- Collected returned books from Circulation and place them back in their designated book shelves
- Organized and maintain assigned book collections
- Provided Customer Service and Information to patrons in person

**Sketch House Press, Chicago, IL March 2018 – Present**

*Co-Founder and Artist/Graphic Designer*

- Designed logo and physical collateral pieces (business cards, show banner, bookmarks, etc.)
- Contributed art and story for *FREESTYLE: Comicbook Anthology Vol. 1*
- Management of marketing, social media posts, and in-person sales at events
- Design, copy write, photograph and editing of photo/video advertisements for social media posts

**Nerdboy12 Art, Burbank, IL March 2016 – Present**

*Founder and Lead Artist*

- Design for merchandise such as apparel, stickers, prints, tote bags, and coffee mugs
- Management of marketing, social media posts, and online store
- Design, copy write, photograph and editing of photo/video advertisements for social media posts

*Continued*

**Adtalem Global Education (prev. DeVry Education Group & DeVry University Online),**

Naperville, IL Sept. 2009 – March 2016

*Registrar Services, Specialist I through III*

- Evaluated student's external school transcripts for transfer credit into DeVry programs
- Provided professional and timely Customer Service to clients by resolving issues electronically and over the phone
- Helped train new Specialists in dept. processes and policies
- Liaison between Registrar Services Dept. and CRM platform Support Team

**Midway Amusement Games LLC, Chicago, IL Sept. 2008 – Feb. 2009**

*Environment Art Intern for Production, unannounced IP*

- Modeled and textured new assets and buildings
- Optimized recycled assets (cleaned geometry, laid out UVs and re-textured)
- Built LODs (Level Of Detail) for assets
- Maintained the Showroom for each assigned level
- Researched Midway's asset library for recycling
- Assembled outsourced packages with correct naming conventions

**KPMG LLP, Chicago, IL March 2007 – Sept. 2007**

*Lead Project Coordinator*

- Trained other Lead Project Coordinators in Chicago and Milwaukee, WI office
- Same duties performed as previous listings for KPMG LLP

**Aquent (placed at KPMG LLP), Chicago, IL Nov. 2005 – March 2007**

*Lead Project Coordinator, Nov. 2006 – March 2007*

- Coordinated the assignment of incoming projects for graphic design and word processing teams
- Coordinated with PrintShop Dept. for completion of projects from various company locations
- Maintained department electronic inbox
- Provided Customer Service in person and via phone

*Lead Word Processor, April 2006 – June 2006*

- Created and formatted financial reports and letters
- Provided Customer Service in person and via phone

*Desktop Publisher/Designer, Nov. 2005 – March 2006*

- Created proposals and presentations and formatted their content (text and graphics)
- Created marketing materials for company events
- Coordinated with PrintShop Dept. for final printing of projects
- Provided Customer Service in person and via phone

**Corestaff Services (placed at Deutsche Bank Securities, Inc.), Chicago, IL Aug. 2001 – April 2004**

*Presentations Specialist*

- Created proposals and presentations and formatted their content (text and graphics)
- Modified and cleaned up corporate logos for proposals
- Proof read proposals and other office documents
- Provided Customer Service in person and via phone

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**Digital Skills:**

Adobe Creative Suite / Cloud  
(Photoshop, Illustrator, InDesign,  
AfterEffects, Acrobat Pro)  
3D Studio Max

Unreal Engine  
Microsoft Office (Word, Excel,  
PowerPoint, Outlook, Teams)  
Zoom

Google Drive, Meet, Docs,  
Sheets, Slides  
Discord