



Donovan D Smith Jr.

With over 3 years of expertise in Adobe Creative Cloud Suite, I have mastered and continue to hone various skills in branding development, illustration, and a range of Adobe programs. I am dedicated to delivering high-quality projects that adhere to current design trends and standards, continuously striving for excellence and growth in both professional and personal domains.

- 954-870-1144
- donnysmi00@gmail.com
- Margate, Florida
- heyitsdonovan.com

EDUCATION

TECHNICAL DEGREE: DIGITAL MEDIA & MULTIMEDIA

Mcfatter Technical College
Davie, Florida
2015-2016

CERTIPORT: ADOBE CERTIFIED ASSOCIATE

Mcfatter Technical College
Issued: 2015-2016



EXPERTISES

Adobe Creative Suite	●●●●●●○
Mircosoft Office Suite	●●●●●●○
Google Workspace / G-Suite	●●●●●●○
Windows OS	●●●●●●●
Mac OS	●●●●●●○
Canva	●●●●●●○
Figma	●●●●○●○
Photography/Video	●●●●●○●
Social Media	●●●●●●○
Wordpress	●●●●●○●
HTML/CSS	●●●○●○●
Web Design	●●●●○●○
Color Theory	●●●●●○●
Typography	●●●●●○●
SEO	●●●●●○●
Communication	●●●●●○●
Critical Thinking	●●●●●●●
Attention to Detail	●●●●●●●
Adaptability	●●●●●●●
Team Player	●●●●●●●
Potential	●●●●●●●
Flexibility	●●●●●●●
Organization	●●●●●●●

EXPERIENCE

LICENSING ACCOUNT MANAGER Enhance Health LLC - Sunrise, FL August 2023 - May 2024

- Drive the acquisition and upkeep of licenses and carrier contracts for 70+ agents ranging in internal agency, over 4 downline agencies with around 15+ agents each, principal agents, and AORs across Medicare/ACA, Life, Property & Casualty, and Limited Medical sectors
- Prepare comprehensive documentation for agents with criminal backgrounds, regulatory actions, and work authorizations/permanent resident status to meet state and carrier requirements..
- Oversee the onboarding of agents with state licenses, carrier approvals, and necessary certifications, ensuring they meet established performance metrics and are 100% ready to sell.
- Support Downline Owners by managing agency licensing and contracting, securing E&O policies, and vetting agents for onboarding.
- Leverage and train others in using licensing/carrier systems including Salesforce, Agentsync, Sircon, NIPR, NAIC, CMS, WebCE, Xcel, Pearson Vue, Identogo, FL DICE, Verify Comply, Clerk of Courts, carrier portals, SuranceBay, and state certification/licensing portals. Handle CMS, state, and carrier notices/complaints promptly to ensure all agents remain compliant and active
- Manage and monitor expenses by budgeting and tracking all receipts and invoices.

PRODUCT PHOTOGRAPHER/GRAPHIC DESIGNER Outstanding Eyewear - Sunrise, FL October 2021 - August 2023

- Collaborate with managers, the Ecommerce Director, and the CEO to refine brand strategy, revamp design elements and resources, and organize databases for streamlined team access.
- Boosted organic traffic by photographing and editing over 100+ new and existing products for e-commerce listings, enhancing listings across 8 different e-commerce websites and Amazon Seller Central, and using Excel and FTP software for batch photo updates.
- Designed and developed digital assets for BigCommerce, WordPress, and Amazon Seller Central using Adobe Creative Suite; created marketing materials arcross for personal and 15+ carried brands.
- Utilize Adobe Premiere Pro to craft and edit video and audio resources such as tutorials and promotional materials.

PHOTO SOURCER/GRAPHIC DESIGNER Galaxycon LLC - Fort Lauderdale, FL March 2021 - October 2021

- Collaborate closely with the Creative Director to align with brand strategy and develop creative design concepts for various projects. Utilize Adobe Creative Suite to produce promotional material.
- Executed test prints and coordinated with the Creative Director and Talent Team to source acceptable photos for celebrity autographs, ensuring top-notch quality control and boosting customer satisfaction
- Prepared comprehensive team guides using Google Sheets, Google Docs, and other relevant software. Play a key role in maintaining and organizing the Dropbox photo sourcing team database containing 300+ photos for recurring events.
- Utilize Shopify and Growtix to manage physical products, personalized sent-in items, celebrity video chats, and chat snapshots efficiently.
- Research pop culture trends and company standards to collaborate effectively with the Creative Director, talent agents, and at talent events.

JR. GRAPHIC DESIGNER/WAREHOUSE ASSISTANT Enolgas USA - Pompano Beach, FL April 2020 - March 2021

- Work closely with the company manager to ensure alignment with brand strategy and design aesthetics within a team environment.
- Develop design concepts for various projects using Adobe and Canva to create materials such as labels, product literature, manuals, logos, banners, and flyers.
- Support warehouse operations and field work as needed, including processing shipment invoices, manufacturing shipment products, and tracking inventory of over 50+ products.
- Achieve project completion by coordinating with outside agencies, art services, printers, and other external partners.

SERVICE AGENT Enterprise Rent a Car - Coral Springs, FL April 2017 - April 2020