



Donovan Smith Jr.

Currently honed 3+ years of experience using the Adobe Creative Cloud Suite, while building up my skills in branding development, Illustration, and other Adobe Programs. I'm always working to deliver high-quality projects based on current trends and standards in design while aiming for professional and personal growth.

- 954-870-1144
- donnysmi00@gmail.com
- Margate, Florida, 33068
- heyitsdonovan.com
- otb_don (two underscores)

EDUCATION

TECHNICAL DEGREE: DIGITAL MEDIA & MULTIMEDIA

GPA: 3.0
Mcfatter Technical College
Davie, Florida
2015-2016

CERTIPORT: ADOBE CERTIFIED ASSOCIATE

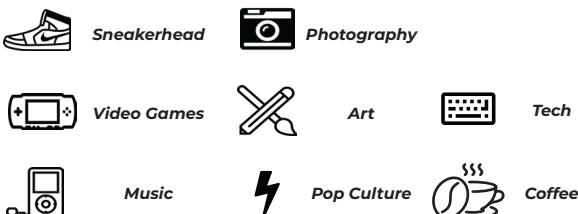
Mcfatter Technical College
Issued: 2015-2016



EXPERTISES

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

INTERESTS



WORK EXPERIENCE

YEARS / MONTHS - TIME FRAME LOCATION

0,9 2023 - 2024 LICENSING ACCOUNT MANAGER at Enhance Health

• Acquiring and maintaining licenses/carrier contracts for the main Agencies, Downline Agencies, All Agents, Principal Agents and AORs. (Medicare/ACA, Life, Property & Casualty, and Limited Medical)

• Prepare documents for agents with criminal backgrounds, regulatory actions, and work authorizations/permanent resident status for states and carriers.

• Oversee employees responsible for onboarding all agents with state licenses, carriers, and proper certifications to ensure established performance metrics are met.

• Assist Downline Owners with Agency licensing, Agency contracting, acquiring E&O policies, and vetting agents for onboarding

• Utilize and teach licensing/carrier systems such as Salesforce, Agentsync, Sircon, NIPR, NAIC, CMS, WebCE, Xcel, Pearson Vue, Identogo, FL DICE, Verify Comply, Clerk of Courts, carrier portals, SuranceBay, state certification/licensing portals, and more. Respond to CMS, state, and carrier notices/complaints to ensure all agents remain compliant and active.

• Budget and track team expenses with receipts/invoi

2,0 PRODUCT PHOTOGRAPHER/GRAPHIC DESIGNER at Outstanding Eyewear

• Collaborate with managers, Ecommerce Director, and CEO to ensure brand strategy and revamp design elements and resources while organizing databases for team access.

• Photograph new and existing products for new ecommerce listings or assist in listing enhancement across 8 different e-commerce websites, and Amazon Seller Central while using Excel and FTP software to upload photos for batch updates

• Develop creative design concepts for projects, utilizing Adobe Creative Suite to produce resources such as; labels, product literatures, manuals, logos, banners, and flyers.

• Utlizing Adobe Premiere Pro to create and edit video and audio resources, like tutorials and promo.

0,7 2021 - 2021 PHOTO SOURCER/GRAPHIC DESIGNER at Galaxycon

• Collaborate and work closely with creative director to ensure brand strategy and develop creative design concepts for projects, utilizing Adobe Creative Suite to produce resources such as; labels, product literatures, manuals, logos, banners, and flyers.

• Collaborate with talent agents with finding applicable photos for personalized autographs and test printing for quality control.

• Creating presentations and team guides using Google Sheets, Google Docs, and other applicable programs.

• Using Shopify and Growtix for handling physical products and video products

• Researching Pop Culture and company standards to collaborate efficiently with talent agents and talent events.

1,0 2020 - 2021 JUNIOR GRAPHIC DESIGNER at Enolgas USA.

• Collaborate and work closely with company manager to ensure brand strategy and design aesthetic, using the ability to communicate in a team environment.

• Develop creative design concepts for projects, utilizing Photoshop, Illustrator, and InDesign to produce resources such as; labels, product literatures, manuals, logos, banners, and flyers.

• Assisting in warehouse operations and field work if needed. functions include such as... processing shipment invoices, manufacturing shipment products, and keeping track of inventory.

3,0 2017 - 2020 SERVICE AGENT at Enterprise Rent-a-Car.

2,0 2015 - 2017 CASHIER at Winn Dixie.