

JACK SMALLWOOD



GRAPHIC DESIGNER

CURRENT WORK EXPERIENCE

ANTHROPOLOGIE BACK OF HOUSE SPECIALIST

NOVEMBER 2025-PRESENT

STREAMLINE PRODUCT FLOW AND OMNI-CHANNEL FULFILLMENT BY MANAGING QUEUES, ENSURING ACCURATE TAGGING/PACKAGING, AND MAINTAINING ORGANIZED SALES FLOOR AND STOCKROOM OPERATIONS.

LEAD END-TO-END OMNI-CHANNEL PROCESSES INCLUDING SUPPLY CHAIN COORDINATION, TECH READINESS, ORDER STAGING, PICKUPS, AND TRANSFERS TO UPHOLD SPEED, ACCURACY, AND BRAND STANDARDS.

DRIVE OPERATIONAL EXCELLENCE BY COMMUNICATING KEY UPDATES TO LEADERSHIP, ESCALATING ISSUES PROACTIVELY, AND MAINTAINING STRONG PACE, SAFETY, COMPLIANCE, AND LOSS-PREVENTION PRACTICES.

ANTHROPOLOGIE PART-TIME SALES ASSOCIATE

SEPTEMBER 2025-NOVEMBER 2025

EDUCATION

ROGER WILLIAMS UNIVERSITY, BRISTOL, RI

DEGREE BACHELOR OF ARTS IN GRAPHIC DESIGN COMMUNICATION,
ARCHITECTURE MINOR

DIGITAL SKILLS & ABILITIES

PHOTOSHOP, ILLUSTRATOR, INDESIGN, XD, BASIC HTML & CSS,
INSTAGRAM, X, MICROSOFT OFFICE, GOOGLE

INTERESTS & HOBBIES

HIKING NATIONAL PARKS, WORKING OUT, DRAWING & PAINTING,
SPORTS ENTHUSIAST

PAST WORK EXPERIENCE

ZUMMO BIKE NON-PROFIT FREELANCE GRAPHIC DESIGNER

MARCH 2025-JUNE 2025

DESIGN SIGNAGE FOR BUSINESS PROMOTION, CREATION OF BUSINESS CARDS
WORK WITH OWNER ON DESIGN INITIATIVES FOR SOCIAL MEDIA APPLICATIONS
PROMOTE EDUCATING ADOLESCENCE REAL LIFE AND ENTREPRENEURIAL SKILLS

STAGING THE MAINLINE LLC SOCIAL MEDIA DIRECTOR

MAY 2021-SEPTEMBER 2025

DESIGN AND DEPLOY INSTAGRAM ACCOUNT
PARTNER WITH PRESIDENT ON DESIGN INITIATIVES AND EXECUTION
ASSIST TEAM WITH PLACEMENT OF FURNITURE

McKENNA SNYDER LLC CLERICAL OFFICE ASSISTANT

DEC 2021-NOV 2022

SCAN AND SORT HIGHLY CONFIDENTIAL DOCUMENTS BY CLIENT CASES
COLLATE AND ORGANIZE LEGAL DOCUMENTS

ANTHROPOLOGIE SEASONAL SALES ASSOCIATE

MAY 2018-AUG 2019

MERCHANDISING AND VISUAL EXECUTION FOR GRAND OPENING
MERCHANDISE FLOW, BACKROOM TO SELLING FLOOR

COLLEGIATE WORK EXPERIENCE

GRACE CHURCH CEMETERY INTERN - SEPT 2020-DEC 2020

PEER MENTOR - AUG 2018-MAY 2021

ATHLETIC EVENT SPECIALIST - SEPT 2019-FEB 2020

B I O G R A P H Y

WITH YEARS OF EXPERIENCE, I THRIVE ON
CRAFTING INNOVATIVE AND
VISUALLY CAPTIVATING DESIGNS. MY
EXPERTISE IN ADOBE CREATIVE SUITE
FUELS MY ARTISTIC VISION,
CREATIVITY, AND ENHANCES MY KEEN EYE FOR
DETAIL ALLOWING ME TO TRANSFORM IDEAS
INTO STUNNING VISUALS. THIS MAKES ME AN
IDEAL CANDIDATE FOR YOUR COMPANY,
WHERE IMAGINATIVE
DESIGN AND ORIGINALITY THRIVE.
VISIT MY PORTFOLIO
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WAYNE, PENNSYLVANIA

