

Jeffrey Hart

Graphic Designer

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PROFILE

Creative and detail oriented Graphic Designer with a strong design foundation and proficiency in Adobe Creative Suite and Microsoft Office. Currently refining skills at Full Sail University while supervising nightly operations at Best Western Seattle Airport. Passionate about producing high quality, engaging visual content and eager to contribute to innovative design projects.

SKILLS

- | | | |
|----------------------|---------------|------------------------|
| • Software Knowledge | • Language | • Adobe Creative cloud |
| • Photoshop | • Illustrator | • Indesign |
| • Packaging | • HTML5 | • CCS |

EXPERIENCE

Night Auditor

October 2024 - Present

Best Western Seattle Airport, Seatac, Seatac, WA

- Accommodated and addressed guest needs, resolving issues and complaints with professionalism. Coordinated customer service functions for teams of 30+ employees in luxury resort settings.
- Maintained record of daily sale transactions, tracking cash receipts of 180+ customers; completed daily balance checklist at end of shift, ensuring 100% accurate records of inventory flow.
- Answered 200 weekly calls from constituents, listening and drafting daily reports on frequently occurring concerns; analyzed and drafted replies to emails, ensuring 100% response and resolution to complaints.

Night Auditor

January 2023 - October 2024

Hampton Inn & Suite, Dupont, WA

- Organized meet and greet for 2 politicians, supervising registrations of visitors with teams of 3; initiated open Q&A session on 2 proposed parliamentary bills, garnering audience of 100+.
- Received payments by cash, credit cards, vouchers and automatic debits in 7 member teams; operated cash registers including returns and exchanges to populate adequately budgets.
- Organized reception at 5 star hotel with team of 2, addressing 50+ guest queries via phone calls; transferred calls to respective departments for faster resolutions, receiving 97% positive feedback on customer service.

Night Auditor

February 2023 - October 2024

Night Auditor / Security, Warwick, Seattle

- Increased customer feedback by 40% executing daily functions at 5 star hotel in team of 50; managed service at front desk, restaurant spa and suites for 350+ guest.
- Ensured 100% visitor security at hotel premises, maintaining record of guest details with identity proof; managed hotel reception during summer break, coordinating with guests on check in and check out.

EDUCATION

Bachelor of Science in Graphic Design (B.S.)

November 2025

Full Sail University, Winter Park FL

- Bachelors of Science Graphic Design.

EXTRA-CURRICULARS

January 2020 - Present.

On side, using graphic design skills to create custom illustrations, experiment with branding concepts, and design personal projects packaging mockups and logos. exploring digital art and layouts inspired by interests in gaming, anime, and pop culture, helps stay creative and refine craft outside of work.