

JOSE CABRAL

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Objective Motivated, creative, self-starter seeking a start in the Graphic design field to further grow and expand my skills and knowledge base. Looking to be a part of a company that is something special, innovative, cutting edge and exciting. Studied and trained under some of the best Instructors learning the newest programs in print, media, and video for the past 3 years. Extensive Supervisory and managerial roles and experience in property management and retail. Dedicated individual driven to enhance the company's interests as well as maximizing revenue while maintaining expenditures to a minimum without hindering quality.

Education

AAS Multimedia Design

Platt College

6250 El Cajon Blvd. San Diego, CA 92115

June 2010

- Expert with Adobe Photoshop, Illustrator, Indesign, QuarkXPress, and Flash.
 - Mac literate extensive training with Final Cut Pro, can write HTML code as well as CSS.
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Employment

Public Housing Supervisor, San Diego Housing Commission, San Diego

2006-2008

- Responsible for the training and implementing of policy and procedure in ensuring program compliance with Public Housing Guidelines for 670 units.
- Managed and Maintained housing commission properties.
- Managed & Maintained Waiting list, Qualified Incoming Applicants, Completed Re- Certifications for 120 California State Program Families
- Supervised City of San Diego Asset Properties

Property Manager Supervisor, Related Management, San Diego, CA

2004-2006

- Managed 312 Low Income units, Mixture of Tax credit, Section 8, and Public Housing Units.
- Oversaw Annual recertification of current residents, qualifying new residents and maintaining waiting list for occupancy.
- Responsible for supervising maintenance team, Turn over of vacant units, inspections, daily work orders and maintaining property curb appeal.
- Dealt with all aspects of property management budgeting, Accounts Payable and receivable and ensuring great customer service from all our staff.

Store Manager, Toys "R" Us, San Diego

2002-2004

- Managed all aspects of running a big box store.
- Managed 30-110 Employees and ensured that outstanding customer service was being delivered.

Property Management Supervisor, Property West, San Diego

1996-2002

- Managed 312 Low-income units, mixture of Tax Credit, Section 8, and Public Housing units.
- Responsible for property management of 26 Properties, (1500 units) throughout San Diego County.
- Managed Maintenance, and revitalization construction projects.
- Main goal was to increase revenue while reducing expenditures while providing quality housing to consumers.

MAC/PC Computer Skills

Microsoft (Excel, Word, Power Point, Outlook), Yardi, QuickBooks 2008, Winforms, Adobe CS3, CS4 and CS5 (Flash, Photoshop, Illustrator, InDesign, Dreamweaver, Bridge,) QuarkXPress, 3D Studio Max, Maya 2010, Final Cut Pro, HTML, CSS.