



703-609-4975 • itsjoshalber@gmail.com • joshalber.com • Fairfax, VA

education

George Mason University
AUG 2012 - DEC 2016
4400 University Drive
Fairfax, VA 22030

School of Art, Bachelor of Arts with a Concentration in Graphic Design, Minor in Photography

Relevant Coursework: Advanced Typography, Corporate Design & Branding, Editorial Design, Web Design, Photo Editing, Documentary Photography, Studio Lighting techniques

experience

Freelance Graphic Designer
JAN 2016 - Present
Fairfax, VA 22031

Graphic Designer | Collaborating with clients to understand project requirements, managing expectations, and incorporating feedback; Using design software to create visual elements like logos, images, and illustrations; Selecting colors, fonts, and layouts that convey client's brand and effectively communicate client's vision; Working on multiple projects simultaneously, managing deadlines and budgets; Working independently and cooperating with other designers to complete projects and articulate ideas.

Vans, a VF Company
NOV 2023 - Present
MAY 2014 - MAR 2019
11750 Fair Oaks Mall
Fairfax, VA 22033

Assistant Store Manager | Overseeing staff members, organizing schedules, evaluating employee performance, and training new staff; Ensuring high standard of customer service; Coordinating daily store operations; Developing strategies for better efficiency and goal achievement; Tracking the progress of weekly, monthly, quarterly and annual objectives; Driving marketing efforts and informing customers and employees about promotions.

GardaWorld Federal Services
OCT 2022 - AUG 2023
1760 Old Meadow Rd STE 400
McLean, VA 22102

Recruiting Specialist | Sourced and contacted hundreds of qualified candidates for open roles on contracts and HQ positions; Processed dozens of candidate applications and onboarding materials concurrently weekly; Conducted initial phone screens and coordinated interviews; Managed recruitment cycle end-to-end.

CityWorth Mortgage, LLC
OCT 2018 - SEPT 2022
11781 Lee Jackson Memorial Hwy, STE 160
Fairfax, VA 22033

Loan Processor | Collected and processed all necessary data and documentation such as employment verification, bank statements, monthly bills, appraisal reports, and title packages; Reviewed applications and ensured all fields were completed correctly and accurately; Ensured compliance with all policies and procedures according to state and federal regulations.

American Inline Skating, Inc.
JUN 2007 - AUG 2018
11350 Random Hills Rd #800
Fairfax, VA 22030

Camp Director | Managed day-to-day operations, including administration and program duties; Designed curricula for camp activities and daily schedules; Trained and supervised staff members; Completed staff performance evaluations and payroll responsibilities; Maintained safe and productive learning environment for participants; Provided excellent customer service and managed customer expectations.

skills & accolades

Top Salesperson at Vans Tyson's 2024

Top Loan Processor of 2021 at CityWorth

Top 3 Loan Processor of 2020 at CityWorth

First ever "Star of the Month" at Vans 2015, multi-time recipient

Expert in Adobe programs such as PhotoShop, Illustrator, InDesign, Audition, and Acrobat
Efficient in Microsoft 365 Office
Well rounded on Windows and Apple operating systems

Problem Solver & Quick learner
Highly detail-oriented
Friendly, easy going, & team-player; able to work independently or as part of a team
Hardworking, dedicated, and focused

Background in photography and photo editing
Experience with shooting and editing video