

OBJECTIVE Graphic Design Position

QUALIFICATIONS 7 Years web design experience

8 Years in graphic design and illustration

Proficient in most Adobe Design Software.

Experience in producing professional quality print document layouts, presentations, and various marketing materials and company literature.

Experience in researching, developing, and implementing project management systems for small and large scale business.

Experience in managing multiple projects with a small team

Experience in researching and working with different vendors that best suit the project's end result.

Develop workflow and organization of photography and design project files

SOFTWARE EXPERIENCE

Design & Layout

Adobe Photoshop
Adobe Illustrator
Adobe Pagemaker
Adobe Indesign
Adobe Flash
Adobe Dreamweaver
Adobe GoLive
Swishmax3D

Web & Internet

HTML coding
CSS coding & implementation
XML driven website design
Javascript implementation
Dynamic website design
Content management systems
Database driven websites

Operating Systems

Microsoft Windows
Mac OS

Productivity

Microsoft Office Suite
Open Office Suite

EDUCATION **Virginia Commonwealth University**

Richmond, Virginia
B.S. Business Administration
May 2004

Tidewater Community College

Richmond, Virginia
A.S. Business Administration
December 2001

EXPERIENCE **DOMINION ENTERPRISES**

Web / Graphics Designer
April 2005 - Present

Traderonline

Began Redesigned Boattraderonline.com

Began Redesigned Equipmenttraderonline.com

Restructured website layouts for various trader online site pages
Designed graphic user interface for Inventory Management System

Went on photography assignments to several conventions locally and across the country to cover events and use capture images for use in web.

Designed several marketing email campaigns

Vehicle Web Services

Helped develop template layouts and production processes for website designs.

Developed recommendations on improving product offering and website user experience.

Designed numerous website templates for sale.

Created and conceptualized custom websites for clients.

Redesigned sales sites for Marinewebservices.com,
Truckwebservices.com, rvawebservices.com, cyclewebservices.com

Maintenance of graphics of mostly all of VWS sales sites.

Tested and helped develop a project tracking system to help keep track of the project workflow and improve interdepartmental communication.

Designed and developed several website template layouts for use in creating new and more organized websites.

Created and edited several flash modules by using available free resources.

Aided departments in troubleshooting of computer graphics programs and displays.

Produced Educational Presentations for customer service on web design standards to help improve the end user website experience.

Designed user interfaces for several back-end website tools.

EXPERIENCE
(CONTINUED)

DCPG Photography + Design

Principle Designer / Photographer / Co-Owner
October 2004 - Present

Oversaw all design projects to maintain quality and consistency.

Developed and implemented photography and design project management workflows.

Conceptualized, designed, and produced complete websites

Experience in client consultation to help substantiate and organize the client's needs and wants.

Designed identities for small business.

Designed and produced invitations, cards, and fliers for individuals.

Experienced in several print collateral including: posters, brochures, business cards, gift certificates, forms, letterheads, and displays.

Researched and implemented a project management system to better communicate within our company and with the clients.

Researched, implemented, and maintained a project management system to better client and internal communication.

Implemented website content management systems for easier maintenance of websites.

Integrated our design and photography processes with different vendors.

Freelance graphic and web design

Managed various freelance web and graphic design projects for individuals and small business. Scope of work included client consultation, conception, design, production, and delivery.

Pastilan! Records

Website and Graphic Design

Indi-Rock.com

Graphic Design

New Vision, New Ventures

Website and Graphic Design

Website maintenance

Ubertechies

Graphic Design

Virginia Sports Hall of Fame

Website design consultant and Tech Support

Nifty Development Corporation

Website and Graphic Designer