

## QUALIFICATIONS

- Strong Administrative, Office Management, Visual, Written & Oral Communication Skills
- Expert Knowledge of Adobe Photoshop, Illustrator, InDesign, DreamWeaver, Acrobat, Freehand, QuarkXPress, CorelDRAW, Microsoft Office Word, Excel, PowerPoint & Outlook
- Expert Knowledge of HTML, XHTML, CSS, MySQL, Joomla!, WordPress & Gallery
- Expert in Design Principles, Web Standards, User Interface (UI) Design, User Experience Design (UXD), Social Media, Typography, Instructional Systems Design (ISD) & Quality Assurance
- Working Knowledge of Adobe Flash, After Effects, Fireworks, Premier Pro & Apple Final Cut Pro
- Working Knowledge of PHP, JavaScript, XML & ActionScript
- Proficient in both Windows (PC) & Mac Platforms

## EXPERIENCE

### Project Manager - Brand Advance LLC, Orlando, FL - June 2011 to Present

- Design Department Account/Project Management, Coordination & Scheduling
- Direct Interface & Coordination with Principals, Clients, Sales Representatives, Vendors & Designers
- Employee & Vendor Training & Supervision
- Website UX & UI Design & Development (HTML, XHTML, CSS, Joomla!, WordPress & PHP)
- Graphic Design, Branding & Marketing
- Instructional Systems Design (ISD), Writing & Training
- Quality Assurance

### Project Manager - GroupTable, Orlando, FL - May 2011 to Present

- Design Department Account/Project Management, Coordination & Scheduling
- Direct Interface & Coordination with Principals, Vendors & Designers
- Employee & Vendor Training & Supervision
- Website UX & UI Design & Development (HTML, XHTML, CSS & WordPress)
- Graphic Design & Marketing
- Instructional Systems Design (ISD), Writing & Training
- Quality Assurance

### Freelance Multimedia Designer - AAI | Assael Associates, Inc., Winter Park, FL - May 2000 to Present

- Graphic Design, Illustration, Branding & Marketing
- Website UX & UI Design & Development (HTML, XHTML, CSS, Joomla!, WordPress, Gallery, PHP & Flash)
- Search Engine Optimization (SEO) & Social Media Marketing (Facebook, Twitter, LinkedIn, Flickr, etc.)
- Instructional Systems Design (ISD), Writing & Training
- Direct Interface & Coordination with Principals, Clients, Sales Representatives, Vendors & Designers

### Freelance Illustrator - May 2000 to Present

- Illustration
- Direct Interface & Coordination with Clients

### Contract Website Designer - Brand Advance LLC, Orlando, FL - November 2010 to June 2011

- Website UX & UI Design & Development (HTML, XHTML, CSS, Joomla!, WordPress & PHP)
- Graphic Design, Branding & Marketing
- Instructional Systems Design (ISD), Writing & Training
- Direct Interface & Coordination with Principals, Clients, Sales Representatives, Vendors & Designers
- Employee & Vendor Training & Supervision

### Freelance Website Designer, Graphic Designer & Illustrator - May 2000 to June 2011

- Graphic Design, Illustration, Branding & Marketing
- Website UX & UI Design & Development (HTML, XHTML, CSS, Joomla!, WordPress, Gallery, PHP & Flash)
- Search Engine Optimization (SEO) & Social Media Marketing (Facebook, Twitter, LinkedIn, Flickr, etc.)
- Instructional Systems Design (ISD), Writing & Training
- Direct Interface & Coordination with Principals, Clients, Sales Representatives, Vendors & Designers

### Illustrator - Richard Comus Tammar - 2009

- *The Marmalade Shore* ISBN 1-442-13888-2 (Illustration, Cover Design, Art Direction & Marketing)

**Author, Illustrator & Art Director - Pearson Custom Publishing & Pearson Prentice Hall - 2008**

- *Discovering Fashion Design* ISBN 0-536-50286-2  
Copy Writing, Illustration, Art Direction & Instructional Systems Design (ISD)
- *Creating Fashion Design* ISBN 0-536-56295-4  
Copy Writing, Illustration, Art Direction & Instructional Systems Design (ISD)

**Instructor - IADT, International Academy of Design & Technology, Orlando, FL - April 2007 to October 2008**

- Curricula Design, Class Instruction & Instructional Design (Multimedia Design II, Fashion Design I & II, Video Game Interface Design I, Web Fundamentals & Design for Continuity)

**Apparel & Website Designer - Mad Hatters Productions, Inc., Orlando, FL - November 2006 to December 2007**

- Website UXD & UI Design & Development (HTML, XHTML, CSS, Joomla! & Flash)
- Product Graphic Design, Branding & Marketing
- Direct Interface & Coordination with Principals, Clients, Sales Representatives, Vendors & Designers
- Employee Staff Interviewing, Training, Direction & Supervision

**Lead Website & Graphic Designer - Netphiles, Inc., Tallahassee, FL - July 2005 to July 2006**

- Website Design Department Account/Project Management, Coordination & Scheduling
- Website UX & UI Design & Development (HTML, XHTML, CSS & Flash)
- Graphic Design & Marketing; Instructional Systems Design (ISD), Writing & Training
- Quality Assurance, Sourcing, Purchasing & Administration of Vendors
- Coordination with Principals, Clients, Sales Representatives & Company Staff
- Employee Staff Interviewing, Training, Direction & Supervision

**Art Department Coordinator - ScreenWorks, U.S.A., Orlando, FL - June 2004 to July 2005**

- Design Department Account/Project Management, Coordination & Scheduling
- Graphic Design, Branding & Marketing
- Quality Assurance & Database Management
- Sourcing, Purchasing & Administration of Vendors
- Direct Interface & Coordination with Principals, Clients, Sales Representatives, Vendors & Staff
- Employee Staff Interviewing, Training, Direction & Supervision

**Computer Laboratory Monitor Assistant - Pratt Institute, Brooklyn, NY - September 2000 to May 2004**

- Enforcement of Department Rules & Guidelines
- Formulation & Administration of Department Procedure Guidelines & Instructions
- Close Interaction with Students & Faculty

## EDUCATION

**Pratt Institute, Brooklyn, NY - May 2004**

- BFA, Graduated with Honors, Communication Design Major, Art History Minor