

## Graphic Arts and Web Design

### Qualification Highlights

- Over nine years of experience in graphic and Web design, illustration, and training.
- Creative, “out-of-the-box” thinker and designer.
- Enthusiastic learner with a quick grasp of Web and graphic technologies.
- Skillful collaborator, transforming client concepts into dynamic, functional products.
- Accomplished customer service provider based upon attention, trust, commitment to excellence, and sense of humor.
- Award-winning Certified Technical Trainer specializing in graphic design applications.

*“Michael is one of the most creative, resourceful, and solution-oriented persons I’ve encountered in my professional career.”*

—Claudine Brighton, Manager, Technical Training, Brown Communications, LLC

### Certifications and Technical Skills

<b>Certifications</b>	<b>Web</b>	<b>Graphics</b>
✓ Photoshop Adobe Certified Expert	✓ HTML	✓ Adobe Photoshop
✓ Illustrator Adobe Certified Expert	✓ CSS	✓ Adobe Illustrator
✓ Acrobat Adobe Certified Expert	✓ Adobe Flash	✓ Adobe Acrobat
✓ CompTIA Certified Technical Trainer	✓ Adobe Dreamweaver	✓ Adobe InDesign
	✓ Adobe Captivate	✓ Final Cut Pro
	✓ Adobe Fireworks	✓ Quark Xpress
	✓ SiteCatalyst	✓ Adobe PageMaker
	✓ RoboHelp	

### Professional Experience

#### GRAPHIC AND WEB DESIGNER | ILLUSTRATOR | GRAPHIC ARTS INSTRUCTOR

*Woods Graphics*, Parks, MD 1999–present

Conceive and launch graphic arts and Web design business, expanding service in 2007 to include graphic arts training and consultation.

#### Achievements and Assignments

- Ninth year as Illustrator of monthly cartoon in *Training Plus* magazine.
- Design and layout 84-page cartoon book and associated marketing publications.
- Build CSS-based Web sites, from assessing client’s site requirements to fulfillment.
- Create distinctive Web and print graphics from client concept.
- Develop corporate logos, marketing materials, and publications.
- Teach graphic arts classes, including Photoshop, Illustrator, InDesign, Flash, Dreamweaver, and Acrobat, to adult learners.

*Partial Client List:* American Psychological Association, Mom’s Pharmacy, Editorial Experts, Inc., Westlake Solutions

## Professional Experience (continued)

### **IT TRAINING SPECIALIST**, *Brown Communications, LLC*, Washington, DC 2004–2007

The number one nonfiction media company worldwide.

#### **Achievements and Assignments**

- Designed marketing materials causing an increase in class enrollments.
- Consistently exceeded goals for number of new classes developed and delivered.
- Saved \$144,000 by designing and instructing training classes once taught by vendors.
- Trained staff in Photoshop, Illustrator, HTML, Quark Xpress, Acrobat, SiteCatalyst, Breeze, MS Word, MS PowerPoint, Dreamweaver, and Final Cut Pro.
- Enhanced training curriculum by developing training manuals, e-learning tutorials, online helps, m-learning videos, and other training documents.
- Researched and solved user software problems as help desk support specialist.

### **SENIOR TRAINER**, *New Vision Computer Learning Center*, Largo, MD 2002–2004

The largest independent IT training company worldwide.

#### **Achievements and Assignments**

- Awarded “Top 10 Instructors Worldwide” for three consecutive months.
- Studied and taught 10 different computer applications within 4 months of start date.
- Consistently earned above 96% in customer satisfaction ratings.
- Taught computer applications and soft skill courses to adult learners.

### **COURSEWARE DEVELOPER**, *Techno*, Silver Spring, MD 1999–2001

A subsidiary of Systems Press, Techno writes software training textbooks and offers online computer courses.

#### **Achievements and Assignments**

- Designed Web graphics and Web sites for Dreamweaver and Fireworks textbooks.
- Created class assignments for Illustrator and Photoshop courses.
- Authored Photoshop, Illustrator, Visio, FreeHand, and Fireworks instructional textbooks.

### **DESKTOP PUBLISHING ASSOCIATE**, *DREP International*, Washington, DC 1998–1999

- Layout text in Quark, PageMaker, FrameMaker, and other publishing programs.

### **UPGRADE CENTER MANAGER**, *CompUSA*, Rockville, MD 1996–1998

- Assisted customers with computer upgrade options, proper computer maintenance and care, and personal computer difficulties.
- Interviewed, hired, and supervised team members.
- Established security procedures to safeguard sensitive merchandise.

## Education

University of Maryland, College Park, MD

Bachelor of Arts in History

*Cum Laude*