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WORK SUMMARY:

Innovative design professional with extensive leadership experience encompassing many aspects of design, video, and printing. Proven experience in establishing, executing, and managing project plans, tasks, schedules, and priorities. As a leader, I have the skills to guide and collaborate with teams to develop creative solutions and achieve results that exceed expectations, while meeting and/or improving upon budget constraints.

Over thirty years of technical expertise and solid experience in print design, presentations, digital video production, and printing services. I am an excellent communicator who has the proven ability to understand requirements and work within a demanding team environment while meeting the organization's objectives, deadlines, and customer needs.

PROFESSIONAL EXPERIENCE:

Booz | Allen | Hamilton, McLean, VA                                    8/23 – Present

Senior Graphic Designer

Currently serving as a Senior Graphic Designer supporting internal clients, and their organization's mission. I develop and design electronic and printed visual products while providing excellent customer service and building professional relationships with customers and other teams.

Tria Federal, Arlington, VA                                    8/19 – 8/23

Senior Graphic Designer

I worked as a Senior Graphic Designer/Task Lead responsible for the management of three technical editors, five designers, and a cartographer in the timely creation and completion of daily products that are delivered to officials at the highest levels of government.

* Responsible for the design and layout of daily briefing products, guides, manuals, flat panel displays, seals, and other collateral materials for events, projects, and conferences.
* Provided mission support for the dynamic needs of the customer including video production editing, and reprographics.

TAA Services, Ltd., Fairfax, VA                                     9/16 – 8/19

Senior Graphic Designer

I worked as a Senior Graphic Designer providing on-site support and assisting our customers in accelerating change by providing effective communications across the organization’s portfolio. I assisted in visualizing data analysis on programs and services to provide leadership insight and the ability to make data-driven decisions. I am a strong logical thinker with analytical and problem-solving skills with the ability to identify and resolve issues as needed. I consistently delivered a positive customer experience by providing excellent customer service and building professional relationships with customers and other teams.

* Primary duties included graphic design, infographics, branding, and visualization, small/large format printing and finishing, and video production.
* As applicable, I provided advice on work methods, practices, and procedures, and assist the team in identifying viable solutions.
* I collaborated with customers and answer questions regarding graphics for design, layout, and production as well as file maintenance and archival of job requests.

Raytheon, Dulles, VA                                                            10/11 – 9/16

Senior Graphic Designer

I worked as the team leader of the Graphic Design Shop providing on-site support to our customers. I oversaw the creative execution of high-standard materials for internal clients in support of the organization's mission. I managed the graphic design team to ensure the completion of all tasks, deadlines, and projects while promoting a culture of learning and creativity. As the Lead, I ensured all work completed by the team met the standards that were appropriate and consistently delivered a positive customer experience. Primary duties included excellent customer service, building professional relationships with customers and other teams, graphic design, small/large format printing, mounting and binding, multimedia production, photography, and engraving.

* As the team lead, I collaborated with customers answering questions regarding the status or feasibility of job requests, graphics for design, layout, and production as well as file maintenance and archival of job requests.
* As applicable, I provided advice on work methods, practices, and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution.
* I monitored and reported on the status and progress of work, reviewing completed work to ensure that instructions on work priorities, methods, deadlines, and quality had been met.

Federal Bureau of Investigation, Washington, DC       06/11 – 10/11

Visual Information Specialist

I served as a senior specialist and technical advisor in creating and producing complex and often unique visual presentations, charts, videos, and other materials for the Executive Assistant Director of the National Security Branch and other executives. This work includes designing and producing publications, brochures, and newsletters for use by government officials and the general public.

* I determined the scope, nature, and intended audience of the information being conveyed while exercising seasoned judgment in selecting visual materials to ensure presentations are prepared according to the various audiences.
* Independently and as a member of a team, I planned projects and coordinated resources, set deadlines and work schedules, created layout and design, and directly interfaced with other production personnel.
* I applied complex principles of artistic design to projects, often with limited input and/or resources to effectively stimulate interest and express a point.
* Analyzed and evaluated text to determine the best visual means to combine words and art.
* Served as consultant and advisor in all areas of graphic design and multimedia production.

SRA International, St.Petersburg, FL                              09/10 – 06/11

Graphic Designer

Provided direct support to organizations supporting the Undersecretary of Defense for Intelligence working in an R&D-type environment dealing with senior-level civilian and military decision-makers. Uses advanced computer systems and graphic software packages to provide digital and print layout design, visualization, and animations.

* Daily responsibilities included managing presentation development and production for executive-level communication needs.
* Conceptualizing, designing, and producing visualizations and presentations.
* Simplified complex ideas for internal and external audiences – and communicate them visually. · I orchestrated and developed components of presentation design, including themes, templates, graphic art, and photography.
* I provided solid expertise in printing, presentation, and video.

ASE, Inc., Tampa, FL                                                          11/09 – 09/10

Senior Graphic Designer

Provided skilled, creative, and professional technical support in the preparation of mission-essential graphics, maps, and presentations for USCENTCOM J2 Afghanistan-Pakistan Center of Excellence (AFG-PAK COE). Received, planned, and evaluated customer requirements clarifying expectations and the appearance of each project while determining the best solution to achieve the customer's objectives and goals. Digitally designed graphics, logos, posters, and layouts for documents to create a cohesive look and feel for AFG-PAK COE briefs, conferences, and supporting graphics. Used advanced computer systems and graphic software packages to design and output products taking direction from and interacting with COE staff and intel analysts. I have an understanding of multilevel security classifications and procedures in a multi-national environment ensuring security compliance by following all DoD and USCENTCOM security policies and procedures.

* Duties included printing, laminating, and mounting large format products.
* Planned and coordinated resources for the timely execution of graphic products and to meet COE needs.
* Reviewed the work for aesthetics and adherence to USCENTCOM and DoD Visual Information Instructions, while helping to develop policies and procedures for COE Graphics.
* As a senior designer effectively communicated ideas and technical specifications.
* Advised customers and peers on different options suggesting the best production methods to meet the objective of each project, while maintaining a positive dialogue throughout the process to ensure customer satisfaction.
* Maintained liaison with other visual information organizations within DoD.
* Reviewed graphic projects for quality control, while continuing dialog with customers and staff to advise on the progress and when changes to production requirements occur.
* Maintained professional contacts and advanced study activities to keep abreast of rapid technological changes in publishing hardware and software.
* Performed related work as assigned or required.

Northrop Grumman, Technical Services, Tampa, FL            04/07 – 11/09

Graphic Designer

Provided skilled, creative, and professional technical support in the preparation of mission essential graphics, maps, and presentations for USCENTCOM J3 Command Graphics. Received, planned, and evaluated customer requirements clarifying expectations and the appearance of each project while determining the best solution to achieve the customer's objectives and goals. Digitally designed graphics, logos, posters, and layouts for documents to create a cohesive look and feel for USCENTCOM briefs, command conferences, and supporting graphics. Used advanced computer systems and graphic software packages to design and output products while ensuring security compliance by following all DoD and USCENTCOM security policies and procedures.

* Duties included printing, laminating, and mounting large format products and engraving. · Planned and coordinated resources for the timely execution of graphic products and to meet organizational needs.
* Reviewed the work for aesthetics and adherence to USCENTCOM and DoD Visual Information Instructions, while helping to develop policies and procedures for Command Graphics.
* As a senior designer, provided leadership in art direction and design; directed other designers, effectively communicating ideas and technical specifications.
* Advised customers and peers on different options suggesting the best production methods to meet the objective of each project, while maintaining a positive dialogue throughout the process to ensure customer satisfaction.
* Maintained liaison with other visual information organizations within DoD.
* Reviewed graphic projects for quality control, while continuing dialog with customers and staff to advise them on the progress and when changes to production requirements occur.
* Served as the acting Branch Chief in the absence of the supervisor.
* Maintained professional contacts and advanced study activities to keep abreast of rapid technological changes in publishing hardware and software.
* Deployed to the Forward Headquarters to provide graphic support and meet peacetime and wartime requirements.
* Performed related work as assigned or required.

HONEYWELL INC**.**, Clearwater, FL                                  04/03 – 04/07

Printing Administrator

I successfully provided professional project management of the Printing Center, AV Services, Video Services, and Conference Room Support, providing media services to over 1,500 employees at the Clearwater site. As deputy supervisor for Business Services was engaged in both long-range planning and quick-response demands to meet the organization's requirements and assisted in managing the department’s daily operations, procurement, and budget. Scheduled work activities with the ability to shift priorities to meet deadlines and customer needs. Thorough, detailed oriented and demonstrated excellent problem-solving skills.

* Planned, coordinated, and executed the successful move and merger of site printing services to the new facility.
* Managed daily operations including technical direction and vision to subordinates as well as coordination of product completion and delivery.
* Supervised Honeywell employees and Xerox contractors while ensuring that the work environment was free of harassment and discrimination.
* Monitored and reported on the status of work, checking on work in progress and reviewing completed work.
* Developed systems and processes to improve workflow and management of visual information, multimedia and printing services.
* Averaged over 300,000 black & white and 30,000 color copies per month.
* Provided bindery services, which included setting up and operating 3-hole drill punching, tab cutting, large format paper cutting, folding, laminating, and stitching.
* Set up operated and maintained Xerox black and white and color production printing systems. Skillfully operating Xerox Fiery and Docu SP front-end rip stations interpreting system diagnostic and other messages taking appropriate actions to minimize downtime.
* Effectively scanned and inserted hardcopy and/or previously stored images into customer documents according to customer specifications. Made appropriate changes to pages prior to duplicating to enhance the quality of originals and correct image defects.
* Provided technical support managing over 40 Xerox Multifunctional Devices across the site. · Administered audiovisual services including the site broadcast system distributing audio and video signals throughout the site using a digital A/V switcher and other audiovisual equipment.
* Supported 60 Conference Rooms 40 of which were equipped with LCD Projectors and desktop computers, 15 of these rooms were also equipped with additional audiovisual equipment.
* Maintained and ensured compliance with health, safety, and environmental rules and procedures.
* Highly skilled in the use of computer graphics software to produce print and multimedia graphics, organized and managed projects of various sizes, complexities, and deadlines while serving as leader of the creative team responsible for developing the concept.
* Interviewed candidates for subordinate positions and provided the manager with input.
* Advised manager regarding professional development, training, and equipment purchases.

NORTHWEST FLORIDA DAILY NEWS, Fort Walton Beach, FL 06/02 – 01/03

Camera Room Assistant Foreman

Supervised and managed a team of five employees in pre-press support of the daily paper and commercial products. Assisted the foreman in employee training, inventory control, and overall supervision, administration, and coordination of daily operations.

* Prepared electronic files for output either as camera-ready artwork, film negatives for printing, as well as Internet-related files.
* Professionally scanned sized and enhanced photographs and halftones to optimal press specifications.
* Consistently set appropriate controls for various enhancement requirements of digital print files and imposition of the job to be run.
* Created PDF pages and uploaded them to the Web Portal.
* Operated and maintained film processors and burned and processed offset printing plates.
* Identified and distributed balanced workloads and tasks among employees in accordance with established workflow and skill levels.
* Serves as the acting Foreman in the absence of the supervisor.

SCIENCE APPLICATIONS INTERNATIONAL CORPORATION, McLean, VA 08/99 – 08/02

Digital Designer

Specializing in presentation multimedia was responsible for conceptualization, creation, and preparation of high-quality new media and print graphics supporting Government contracts including on-site support to the Department of Defense Joint Staff Y2K Task Force.

* Provided temporary on-site support to JIATF East as a Multi-media Specialist assisting in the implementation of an in-house desktop and conference room video teleconferencing system.
* Led in the production of digital video and motion graphics including filming, editing, and output.
* Excellent knowledge of the CD-ROM duplication process led the department in the design of CD artwork and the production and assembly of CD-ROM products.
* Additional duties included website presentations, proposals, and the layout and design of covers, brochures, posters, and publications.
* Stayed abreast of state-of-the-art capabilities and technical advances and trends.

COLEMAN RESEARCH CORPORATION, Arlington, VA 09/98 – 08/99

Graphics Consultant

Provided on-site support to the Department of the Army, Deputy Chief of Staff for Operations designing, developing, and producing graphics for slide presentations and briefings, posters, and other media and visual aids.

* Created logos, brochures, documents, and large displays from start to finish from verbal and written instructions or rough sketches.
* Assigned as Webmaster for the client's intranet website, designed, maintained, and published intranet web pages.
* Suggested to customers possibilities for project workflow, design, most suitable end product, and delivery options.

HEADQUARTERS, U.S. MARINE CORPS, Arlington, VA 11/89 – 11/98

Graphic Specialist

Served as Graphic Support Chief, responsible for the coordination and completion of the design and presentation of a weekly Operations Brief given to the Secretary of the Navy, Commandant of the Marine Corps, Congressional Members, VIP’s and other General Officers utilizing dual LCD projectors and secure VTC.

* Designed presentations, project covers, logos, and web pages,
* Scanning and editing graphics, images, and text.
* Assigned the duties of Webmaster for the Headquarters, U.S. Marine Corps, Classified Homepage on the Global Command & Control System, designed, updated, and maintained the site.
* Ensured all classified graphics materials were properly marked making sure graphics was in compliance with security regulations and procedures.
* Research and procurement of supplies and equipment.
* Computerized engravings and custom matting and framing.
* Providing additional audiovisual support as the photographer, broadcaster, and editor of the monthly publication.
* Supervised over 30 subordinate personnel addressing their concerns while balancing mission requirements and schedules.
* Managed daily work requests for graphics support collecting from the customer all available data, reference materials, and rough drafts for product content, identifying to the customer any missing materials that would be needed for successful completion of the project.
* Provided direction to subordinates while assisting with their developmental and training needs.

EDUCATION:

* AdobeMAX, The Creative Conference, 2017
* Presenting Information and Data, Edward Tufte, 2013
* InDesign CS6 Advanced, Future Media Concepts, 2012
* Photoshop World, 2012
* Adobe Acrobat Pro Advanced, Future Media Concepts, 2012
* Creative Suite Conference, Mogo Media, 2008
* Macromedia Captivate, Future Media Concepts, 2005
* Adobe Premiere Pro, Future Media Concepts, 2004
* Introduction to After Effects 6.0, Future Media Concepts, 2004
* DV Revolution Workshop, Secrets of Final Cut Pro 2 Apple Training Ctr, 2001
* Multimedia Certificate Program, Northern Virginia Community College, 2001
* Web Page Development Certificate, Northern Virginia Community College, 2000
* Electronic Imaging Course, Defense Information School, Fort Meade, 1997
* Course work, in Computer Science, Northwood University, New Orleans, 1994
* Graphic Specialist Course, Community College of the Air Force, Lowry AFB 1990
* AA, in Automotive Technology, Oklahoma State University Institute of Technology, 1987

COMPUTER PROFICIENCY:

Use of PCs and Apple computers, operating systems include Windows 11 and Mac OS.

Microsoft Office 365, Adobe CC: Illustrator, InDesign, Photoshop, Acrobat DC, Premiere Pro,    
Media Encoder, Captivate, Camtasia, Tableau, CorelDraw, Quicktime.