

Matthew R. Smith

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OBJECTIVE

Well-qualified graphic designer with over 7 years experience at distinguished higher education institution seeking a position to further utilize my talents and expand and enhance my skills.

QUALIFICATIONS

- Extensive understanding of the various steps of the design process, from first inception to the finished product
- Experience with many different types of design media
- Ability to complete multiple tasks under a deadline while maintaining a superior level of quality
- Excellent comprehension of computer hardware and software including Adobe Creative Suite and QuarkXpress
- Keen knowledge and genuine interest in digital photography
- Ability to interact with outside vendors and printers to ensure the highest quality product is obtained
- Trustworthy, values-oriented employee with excellent customer-relations skills

EXPERIENCE

Director for Creative Services, Mercer University; Macon, Georgia — July 2002 - Present

- General design in many various media formats including print and the web
- Responsible for completing over 200 designs annually
- Maintain 8-10 projects at a time and efficiently complete them in a timely manner
- Spearheaded the implementation of digital photography into department and performs photo shoots when needed
- Design of annual Commencement materials for all schools and colleges
- Design and submission of weekly *This Week @ Mercer* e-mail newsletter
- Design and submission of monthly *News@Mercer* e-mail newsletter

Freelance Designer, Countrywide Promotions; Macon, Georgia — August 2005 - Present

- Produced over 400 garment designs during my free time outside of full-time employment
- Used color separation to prepare each design for printing.

Assistant, Boanart Graphics; Statesboro, Georgia — May 2001 - April 2002

- Created original artwork for final production
- Experience with spot and 4-color screen-printing processes

EDUCATION

Central Georgia Technical College — June 2007 - March 2008

Cisco Network Specialist

Georgia Southern University; Statesboro, Georgia — May 2002

Bachelor of Fine Arts, Emphasis in Design

PORTFOLIO

Online portfolio available at <http://www.matthewreidsmith.com>. Printed materials available upon request.