Jim Bures

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Graphic Designer

skills

- Adobe Creative Suite (Photoshop, InDesign, Illustrator, Dreamweaver, Acrobat Pro), AutoCAD 2004, ProEngineer | Wildfire, MS Office, XHTML, HTML, CSS, cartooning
- Illustrate complex concepts as graphic design communication and/or simple cartoons
- Previous professional experience: technical communication, request for quotes, worked with vendors, internal departments, taking projects from concept through production
- Extremely organized, responsible, meticulous and upbeat

experience

Office Administrator - OfficeTeam   2015 - Present
   Office temporary assignments often completed ahead of schedule.

Freelance Graphic Designer - www.All for the Lord.com   2008 - Present
- Developed my understanding of design theory, visual communication, typography, logo design, prepress color separation, and file preparation for print.
- Web: conceptualized, created and executed website designs including thumbnails, wire framing, coding and publishing to web using HTML/XHTML/CSS, Dreamweaver, Photoshop.
- Print: designed brochures including copy, custom photography, t-shirt vector illustrations, newsletters, graphic postcards and ads using Photoshop, Illustrator and InDesign.

Copy & Print Center Associate - Staples   2012 - 2014
   Produced professional quality rapid turnaround printed collateral such as banners, large color prints, brochures, flyers, laminated foam boards on a team responsible for 12% yearly growth. Exceptional customer support. Employee of the Month - Feb. 2013. Regional VP recognition.

Fund-raising Coordinator - Ghana School Project   2008
   Coordinated mailing campaigns to raise awareness and funds to build an elementary school in Fiagbedu, Ghana. Designed, implemented web site. Raised over $10K in one calendar year.

Mechanical Design Contracts - InDepth Design Consultancy, Medica   2006 - 2007
   Designed and documented semi-conductor equipment at InDepth, medical machines at Medica.

Mechanical Engineer II - Raytheon   1999 - 2006
   Designed, modeled, documented and supported manufacture of radar products with ProEngineer and AutoCAD. Managed interdisciplinary projects. Supervised designers / drafters. Requested quotes. Coordinated documentation control. Supervised construction and testing.

education

Mount Wachusett Community College, Gardner, MA   2011
   Highest Honors (3.84 GPA), Associate of Science in Computer Graphic Design - Print
   Awards: 2011 Curriculum Award for Computer Graphic Design - Print, President's List, Dean's List, 2011 MWCC Spring Exhibit Honorable Mention - DVD Cover

Tufts University, College of Engineering, Medford, MA   1995
   Magna Cum Laude (3.40 GPA), Bachelor of Science in Mechanical Engineering

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