

KEVIN D. DOWNEY

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My Portfolio can be viewed at: cumberlandhorizons.com/dkdesigns

RELATED EXPERIENCE

Graphic Designer

Mar. 2017–Present

Identity Group

Cookeville, TN

- Design & develop custom interior architectural signage & business product solutions.
- Clients include medical facilities, hotels, retail & grocery environments.
- Support in-house production facility & outside customer base.
- Coordinate projects with Project Managers, Sales Reps & the Client.
- Proficient in design software including Adobe CC, Corel Draw & Flexi Design.

Graphic Artist/Forms Specialist

Sept. 2015–Jan. 2017

Ricoh-USA @ Tennessee Tech University

Cookeville, TN

- Pre-Press setup and manipulation of original and customer supplied artwork.
- Responsible for interfacing with the client to translate instructions from the client to production.
- Serve as an off-site vendor coordinator and customer service specialist.
- Entry of internal & external print & design orders into the TRAC CMS System.
- Insure that design standards are followed throughout the production process.

Graphic Designer

Jan 2015

Express Signs & More

Cookeville, TN

- Completed original designs of business cards, brochures, and flyers for clients; coordinated appointments with clients to discuss designs and proofing approval.
- Development of websites and domain setup and management.
- Affluent with numerous types of printing and scanning devices; assisted with printing, copying, and shipping of various materials.

Freelance Graphic Designer

2003–Present

DK Designs

Cookeville, TN

- Website Design & Graphic Design Services.
- Small Business Identity Branding
- Photo Restoration Specialist
- Custom Forms Creation

PROFESSIONAL SKILLS

Graphic/Web Design:

- Skilled with Adobe CC Suite to include Illustrator, Photoshop, InDesign and Acrobat.
- Proficient in utilizing digital media and traditional visualization techniques in the production of graphic art for print and screen.
- Understanding of the structure, formats, sequences, and unities within books, publications, packaging, and online and digital formats.
- Ability to apply graphic design techniques to develop effective, aesthetically pleasing, and useful websites using the basic principles of web design; familiar with how to plan and develop websites through the use of HTML and Flash.
- Experience with implementing responsive websites using HTML5 & CSS3.

Design Concepts:

- Familiar with the elements of visual language, aesthetics sensitivity, and the ability to think and act as a designer; studied methods for evoking intuitive responses through color, shape, texture, rhythm, line, and other compositional elements.

Customer Service:

- Knowledge of principles and processes for providing personal services that exceed customer expectations.
- Expertise in customer needs assessment and meeting quality standards for services; skilled in the evaluation of customer satisfaction.
- Adept at diffusing escalated situations and resolving them appropriately; demonstrates a strong social perceptiveness through supporting a diverse variety of customers.

Technical:

- 12 years of experience with MS Office Suite to include Word, Excel, PowerPoint, and Outlook.
- 10 years of experience with Adobe products. Currently utilizing Adobe CC 2017.
- 14 years of expertise with Windows operating systems; additionally, experienced with MAC OSX and Linux.

Familiar with the following software:

- Flexi Design
- Corel Draw
- AutoCAD
- Microsoft SharePoint & OneDrive
- FileZilla FTP Client/Server
- Various file system backup software
- Fiery Command Workstation
- Affluent in variable data merging
- Versed in developing macro assisted Excel/VBA spreadsheets

EDUCATION**Bachelor of Fine Arts in Visual Communication (Graphic Design)***American InterContinental University*February 2015
Schaumburg, IL

- **Honors:** GPA 3.99 out of 4.0 – Summa Cum Laude
- **Relevant Coursework:** *Design Principles; Drawing Concepts; Fundamentals of Color; Computer Design I & II; Graphic Design I; Advanced Graphic Design I & III; Web Design I & II; Typography Design I, II & III; Creative Research; Packaging & 3D Design; Branding Concepts & Corporate Identity; Time Based Media*

Associates Degree in Electronic Engineering Technology*Portis College*

Dayton, OH

AutoCAD/Drafting Certification*Tennessee College of Applied Technology*

Crossville, TN

RELATED EMPLOYMENT HISTORY

1/2017 – 3/2017	Architectural Drafter - Nunley Drafting	Cookeville, TN
9/2015 – 1/2017	Graphic Artist – Tennessee Tech Univ. for Ricoh-USA	Cookeville, TN
2002 – Present	Freelance Designer – DK Designs	Cookeville, TN
2/2015 – 9/2015	Project Coordinator - Fixtur World Inc	Cookeville, TN
1/2015 – 2/2015	Graphic Designer – Express Signs & More	Cookeville, TN
8/2004 – 4/2011	Mechanical Designer/AutoCAD Manager – Hill Phoenix Inc.	Conyers, GA