

# KEVIN D. DOWNEY

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My Portfolio can be viewed at: [cumberlandhorizons.com/dkdesigns](http://cumberlandhorizons.com/dkdesigns)



I am currently seeking a long term graphic designer position where I can best utilize my practical as well as intangible skills in the design field. I am confident that my variety of diversified work experience would be a great benefit to your company and associated clients. I feel that my ability to build and maintain strong relationships with both the client and company would be valuable assets to your organization. I strongly urge you to check out my online portfolio.

## **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 responsive websites through the use of HTML5, CSS3 and Javascript/jQuery.
- Experienced with implementing CMS & eCommerce systems using PHP & MySQL.

### ***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:***

- 13 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.

### ***Experienced with the following software:***

- Flexi Design
- Corel Draw
- AutoCAD
- Microsoft SharePoint & OneDrive
- FileZilla FTP Client/Server
- Various file system backup software
- Remote computer management software (TeamViewer, VNC, Windows Remote Desktop)
- Fiery Command Workstation
- Affluent in variable data merging and bulk mailing setup
- Versed in developing macro assisted Excel/VBA spreadsheets

## RELATED EXPERIENCE

- Graphic Designer** 2017  
*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** 2015-2017  
*Ricoh-USA @ Tennessee Tech University* Cookeville, TN
- Pre-Press setup and manipulation of original and customer supplied artwork.
  - Responsible for day to day scheduling and planning of design & production print jobs.
  - Responsible for interfacing with the client to translate instructions from the client to production.
  - Served 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.
  - Coordinated bulk mailings for University department promotion and fundraising events with department heads and mailroom/post office to ensure timely deliveries.
- Mechanical Designer/AutoCAD Manager** 2004-2011  
*Hill Phoenix Inc.* Conyers, GA
- Developed & designed refrigeration systems for supermarket applications.
  - Lead developer of new managed file structure & naming convention for Engineering Dept.
  - Managed and created automated AutoCAD routines (LISP) and coordinated AutoCAD update roll-outs and seat licenses with IT manager.
- Freelance Graphic Designer** 2003-Present  
*DK Designs* Cookeville, TN
- Website Design & Graphic Design Services.
  - Small Business Identity Branding
  - Photo Restoration Specialist
  - Custom Forms Creation

## EDUCATION

- Bachelor of Fine Arts in Visual Communication (Graphic Design)** Graduated: 2015  
*American InterContinental University 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 - Electronic Engineering Technology**  
*Portis College* Dayton, OH
- AutoCAD/Drafting Certification – Architectural Drafting**  
*Tennessee College of Applied Technology* Crossville, TN

## RELATED EMPLOYMENT HISTORY

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|----------------|--|----------------|
| 2003 – Present | <b>Freelance Designer - DK Designs</b>                         | Cookeville, TN |
| 2017           | <b>Graphic Designer - Identity Group</b>                       | Cookeville, TN |
| 2017           | <b>Architectural Drafter - Nunley Drafting</b>                 | Cookeville, TN |
| 2015-2017      | <b>Graphic Artist - Tennessee Tech Univ. for Ricoh-USA</b>     | Cookeville, TN |
| 2015           | <b>Project Coordinator - Fixtur World Inc</b>                  | Cookeville, TN |
| 2015           | <b>Graphic Designer - Express Signs &amp; More</b>             | Cookeville, TN |
| 2004-2011      | <b>Mechanical Designer/AutoCAD Manager - Hill Phoenix Inc.</b> | Conyers, GA    |