

KEVIN D. DOWNEY

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

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 responsive websites using the basic principles of HTML5, CSS3 and Javascript/jQuery.
- Experienced with implementing CMS & eCommerce systems using PHP & MySQL.

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; experienced with MAC OSX.

Experienced with the following software:

- Flexi Design
- Corel Draw
- AutoCAD
- DVD/Video Editing Software
- Encoding/Decoding various audio & video formats (mp3, xvid, mkv, mp4, vob)
- 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

Mar 2017 – Oct 2017

Identity Group

Cookeville, TN

- Designed & develop custom interior architectural signage & business product solutions.
- Clients include medical facilities, hotels, retail & grocery environments.
- Supported in-house production facility & outside customer base.
- Coordinated projects with Project Managers, Sales Reps & the Client.

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 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.

Project Coordinator/AutoCAD Designer

Feb 2015 –Sept 2015

Fixtur-World Inc

Cookeville, TN

- Supported full service production facility.
- Coordinated projects with architects, vendors and contractors.
- Developed AutoCAD standards for the design team.

Mechanical Designer/AutoCAD Manager

Aug 2004 – Apr 2011

Hill Phoenix Inc.

Conyers, GA

- 11 years of Engineering experience.
- 7 years Mechanical Drafting & Engineering.
- Most recently classified as Applications Engineer.
- Developed & designed low and medium temperature supermarket refrigeration systems
- Lead developer of new managed file structure & naming convention for Engineering Dept.
- Managed and created automated AutoCAD routines (AutoLISP).
- Coordinated AutoCAD update roll-outs and seat licenses with IT manager.
- Experience in piping, chiller, pump station and heat exchanger sizing.
- Coordinated new store installations with Architectural consultants.
- Approved production standards documentation.
- Hands on working knowledge of architectural design.

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**Associates Degree - Electronic Engineering Technology***Portis College - Dayton, OH***AutoCAD/Drafting Certification – Architectural Drafting***Tennessee College of Applied Technology - Crossville, TN*