

**KEVIN D. DOWNEY**

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*My Portfolio can be viewed at: [cumberlandhorizons.com/dkdesigns](http://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
- Familiar with Blender, Rhino and other related 3-D software
- DVD/Video Editing Software
- Encoding/Decoding various audio & video formats (mp3, xvid, mkv, mp4, vob, ogg)
- 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 print 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*