

Adam Dawes

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Professional Skills:

Graphic Design / Web / Multimedia Design and Development

- WordPress
- HTML
- Search Engine Optimization
- User interface, print, and digital media design
- CSS
- XML
- After Effects
- Dreamweaver
- Fireworks
- Flash
- InDesign
- Illustrator
- Photoshop
- Premier
- Final Cut Pro
- Acrobat / PDF
- Google Analytics

Other Computer Skills

- Mac OS X
- Microsoft Windows XP, Vista
- Microsoft Office Suite
- Internet browsers (Chrome, Firefox, I.E., Safari)
- Windows Server 2003
- AS400
- Polycom Conferencing Solutions
- Desktop Support

Education:

University of Maine
Bachelor of Arts, New Media, 2008

Work History:

Kennebec Valley Community College

Instructional Designer 02/16 – 06/16

- Collaborate with course Content Export, and Department Chair/Head Instructional Designer.
- Produce online courses to Blackboard Learning Management System.
- Created and prepared content (graphics, job aids, etc.)

Beyond the Boundary/Nadeau Land Surveys

Web-based Media Production/Online Course Developer (Instructional Designer)
11/15 – 01/16

- E-Learning course development
- Transfer PowerPoint presentations into engaging learning experiences.
- Created and prepared content (graphics, job aids, etc.)

Health Affiliates Maine

Information Specialist II / Technical Training 01/15 – 09/15

- Layout design – designed PowerPoint presentations, step-by-step procedures.
- Image creation, and manipulation.
- Mac and PC proficient

Independent

Independent Graphic/Interactive/Multimedia/Web Designer 01/09 - Present

- Create and develop multimedia, film editing/camera
- Print, screen print and web solutions for clients.
- Created custom templates using HTML/CSS for e-newsletter sent via Constant Contact.
- Create designs for multiple mediums.
- Expert knowledge of social networks. (Facebook, Instagram, and LinkedIn) Twitter)
- Prepare files /mechanicals for production for different mediums (billboards, web graphics, eLearning modules, PowerPoint presentations, printing)
- Organize and archiving files.
- RGB and CMYK color models.

Fairchild Semiconductor

Learning Development Specialist 10/12 – 01/13

- Manage Plateau/SuccessFactors Learning Management System.
- Create interactive learning modules using Articulate, and Captivate.
- Create and develop power point presentations for HR department.
- Created graphics for various mediums.

Kellogg Company

Learning Solutions Team Intern 12/11 – 07/12

- Create and develop modules using Articulate, and Viewlet Builder rapid e learning software.
- Create and develop power point presentations for Sales Learning Development.
- Created graphics for various mediums.

The Center for Grieving Children – Portland, Maine

Graphic Designer (volunteer) 01/2010 - Present

- Create brochures, posters and other promotional media.

BG Design – Texas (Telecommute, by assignment)

Graphic Designer 12/09 – 04/10

- Assigned to clients for creating graphics for print, billboards, web and other mediums.

OfficeTeam (placed at Hannaford)

Graphic Designer 10/09 – 10/09.

- Design and modify food product labels and packaging.

Maine Medical Center Research Institute

Software Implementation Specialist 12/07 - 06/08

Desktop Support Specialist 10/07-11/07

- Implementation of COEUS (grant submission software)
- Implementation of EndNote
- Creation of PowerPoint slides, graphics and presentation for scientific staff.
- Supported users with desktop computer hardware/software.
- Trained employees on use of software.
- Creation of step by step procedure software manual.
- Audio/Video editing with Final Cut Pro , DVD creation.
- Flash animation, Actionscript.

Creative Work Systems

Life Skills Coach 01/07 – 09/07

- Teach participants various life skills and how to effectively participate in their community.

Wright Express

Data Entry Operator (Temporary Position) 09/06-10/06

- Assisted Premium Fleet Services with updating data.

Collaborative Media Lab, University of Maine

Computer Technician II 07/05 – 05/06

- Assist students and faculty with printing posters, video creation, and page layout design.
- Assisted Art Department maintaining their website and other tasks as needed.

First National Bank of Bar Harbor

IT Specialist 10/00-05/05

- Operate and administer bank's AS400.
- Monitor Internet and telephone banking.
- Maintain bank's intranet and web site.
- Monitor ATMs. Printout and distribute reports.
- Support users of Win 95/98/NT,200, XP, MS Office products, and other software.
- Assist Marketing Director in creating quarterly Newsletter.

Volunteer Experience:

Acadia National Park Summer 2000

- Desktop computer support
- Network support
- End user support

Conners Emerson School 1997

- Compiled student data into spreadsheet using Microsoft Excel.
- Assisted school in web site navigation system development.

References available upon request